

APPENDIX A

2017/18 Indicative Timetable for undertaking Community Governance Reviews

<u>2017/18 Timetable</u>	<u>Stage</u>	<u>What happens?</u>	<u>Time-scale</u>
Monday 3 rd April 2017 to Friday 4 th August 2017	Pre formal process	Inform Parish Forum of intended timetable & process Also notify existing requests for CGR of timetable & process Receive initial CGR requests, including receipt of a qualifying petition or Community Governance Application accompanied by information required under the 2007 Act. Council has 12 months to conclude review	Start of formal process upon receipt of the community governance petition or community governance application
Monday 4 th September 2017	Commencement	Terms of Reference are published	
Monday 4 th September 2017 to Friday 29 th September 2017	Preliminary stage	Promotion of public consultation Local briefings and meetings	One Month
Monday 2 nd October 2017 to Friday 29 th December 2017	Stage One	Initial submissions are invited	Three months
Tuesday 2 nd January 2018 to Wednesday 28 th February 2018	Stage Two	Consideration of submissions received – Draft Recommendations are prepared	Two months
Thursday 1 st March 2018 to Thursday 31 st May 2018	Stage Three	Draft Recommendations are published – consultations on them	Three months
Friday 1 st June 2018 to Tuesday 31 st July 2018	Stage Four	Consideration of submissions received – Final Recommendations are prepared	Two months
Wednesday 1 st August 2018	Stage Five	Final Recommendations are published – concluding the review	End of 11 th Month
Monday 3 rd September 2018	Stage Six	Boundary Review Committee resolves to make a Reorganisation Order	One month later

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October 2018 Full Council meeting	Stage Seven	Report outcome to Full Council	At next Full Council meeting
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Implementation of any agreed changes would take effect for the May 2019 local elections

Additional timescales will need to be added in and adhered to, to ensure the following processes can be suitably carried out:

- Creation of a shadow Parish
- Agreeing the split of assets and liabilities
- Drafting of the Order
- Changes to election software to encompass new / altered voting districts etc