

Options for Timescales:

Indicative Timetable Option 1

12 months to complete review from the date the terms of reference of community governance review is published.

Action	Timetable	Outline of Action
Electoral Review Order Published and live	22 June 2018	Electoral Review Order is published and able to be implemented
Preparation	Two month period from 22 June 2018	Background preparation and development of terms of reference
Constitution Working Party to consider terms of reference	August/Early September 2018	Draft terms of reference to be considered by Constitution Working Party (or other appointed Committee/Working Party)
Start date	September 2018	Council publishes the terms of reference
Consultation	Two month period starting with publication of terms of reference	Council invites representation from interested parties on the review
Evaluate feedback from consultation	November 2018	Evaluate feedback from consultation and use to inform draft proposals
Draft proposals developed	December 2018	Draft proposals are developed and drawn up
Draft proposals considered by Constitution Working Party	January 2019	Draft proposals to be considered by Constitution Working Party (or other appointed Committee/Working Party)
Draft proposals are published	February 2019	Council publishes draft proposals
Consultation	Two month period starting with publication of draft proposals	Council invites representations from interested parties on draft proposals
Evaluate feedback from consultation	April 2019	Evaluate feedback from consultation and use to inform final proposals

Action	Timetable	Outline of Action
Final recommendations are prepared	May 2019	Results of consultation considered by Working Party and final recommendations made to Council
Final recommendations are published and considered by Council	June 2019	The Council to meet to consider final recommendations and decide on the extent to which the Council will give effect to them
Publish Final Recommendations approved by Council	June 2019	Final recommendations published - this date is the date the review conclude
Order made	July 2019	Council makes and publishes the community governance order
Order takes effect	1 April 2020	Usually Orders take effect on 1 April and then the election would take place in May. If this does not coincide with the Town Council elections, the term first term of office can be for a shorter period e.g. until May 2020 to May 2023
Create new Town Councils and implement their governance arrangements	From 1 April 2020	Set up new Town Councils and implement their governance arrangements ready for the elections on 7 May 2020
Town Council Elections (New Town Councils)	7 May 2020	

The option would require circa £50,000 for additional resources which would be funded from the Council's Revenue Contingency Budget.

Indicative Timetable Option 2

12 months to complete review from date the terms of reference of community governance review is published.

Action	Timetable	Outline of Action
Preparation	Two month period from July 2019	Background preparation and development of terms of reference
Constitution Working Party to consider terms of reference	September 2019	Draft terms of reference to be considered by Constitution Working Party (or other appointed Committee/Working Party)
Start date	September 2019	Council publishes the terms of reference
Consultation	Two month period starting with publication of terms of reference	Council invites representation from interested parties on the review
Evaluate feedback from consultation	December 2019	Evaluate feedback from consultation and use to inform draft proposals
Draft proposals developed	January 2020	Draft proposals to be considered by Constitution Working Party (or other appointed Committee/Working Party) – to meet before Christmas
Draft proposals considered by Constitution Working Party	February 2020	Draft proposals to be considered by Constitution Working Party (or other appointed Committee/Working Party)
Draft proposals are published	March 2020	Council publishes draft proposals
Consultation	Two month period starting with publication of draft proposals	Council invites representations from interested parties on draft proposals
Evaluate feedback from consultation	May 2020	Evaluate feedback from consultation and use to inform final proposals
Final recommendations are prepared	June 2020	Results of consultation considered by Working Party and final recommendations made to Council
Final recommendations are published and considered by Council	July 2020	The Council to meet to consider final recommendations and decide on the extent to

Action	Timetable	Outline of Action
		which the Council will give effect to them
Publish Final Recommendations approved by Council	July 2020	Final recommendations published - this date is the date the review conclude
Order made	August 2020	Council makes and publishes the community governance order
Order takes effect	1 April 2021	
Create new Town Councils and implement their governance arrangements	From 1 April 2021	Set up new Town Councils and implement their governance arrangements ready for the elections on 7 May 2020
Town Council Elections (New Town Councils)	6 May 2021	Usually Orders take effect on 1 April and then the election would take place in May. If this does not coincide with the Town Council elections, the term first term of office can be for a shorter period e.g. until May 2021 to May 2023

This option could be delivered within existing resources from the Governance Support Team as they will have delivered the local elections and new governance arrangements and induction for new Councillors.