

Phase Two**Process and Actions needed to ensure compliance with the Act and statutory Guidance and thus enabling compliance with the element of the council motion which requires officers to:**

“.....use the Act by preparing and submitting proposals for local sustainability to central government, by the 31st July 2009, and in doing so, welcomes proposals from York residents and community groups in York...”

<u>Date</u>	<u>Event</u>	<u>Actions</u>	<u>Lead</u>
Week beginning 30 th March	Formation of project group comprising officers from NMU / EDU / LSP Partnership unit, / Marketing & Communications / Central Finance / Democratic Services / and Legal Services.	<p>Officers to be nominated by CMT. Officers to be briefed to understand remit of SCA. To project plan and contribute to tasks required for Phase two actions including the technical and legal screening of suggestions made via the ward committees and the web page and deciding on the make up, formation, and organising of a Citizen Panel</p> <p>The officer project group will need to have at least 2 meetings prior to the 11th May. These will be to:</p> <ol style="list-style-type: none"> 1. Inform the members of the project group of the Act and provide background information. 2. Design a matrix for the assessment of the suggestions from the public, considering issues such as legality and technical feasibility. At this stage suggestions which are already within the power of the local authority will be separated. 	To be nominated by CMT ZB to e-mail all directors for nominations or to contact officers direct. Lead Officer appointed.
Completed by 11 th May	Suggestion collation	Collation of suggestions arising from ward committees. At this stage there will be no screening of suggestions they will all be logged on a database.	NMU officers

Annex Three

<u>Date</u>	<u>Event</u>	<u>Actions</u>	<u>Lead</u>
Completed by 11 th May	Suggestion collation	Collation of suggestions arising from parish Councils, Voluntary organisations and other pressure groups or those made via the web site. At this stage there will be no screening of the suggestions they will all be logged on a database.	NMU officers
12 th May – 15 th May	Project group meet	Filter of the suggestions for legality and technical information, utilisation of matrix.	All members of the group.
20 th May	CMT paper submitted	Paper containing details of all of the suggestions received and the screening completed by the Project Group.	Lead Officer for the group
27 th May	CMT	Present Paper which will be the draft Executive paper for the 9 th June meeting. The paper for Executive has to be submitted by the 28 th May 5pm.	Lead Officer for the group
2 nd June	EBS		Lead Officer for the group
9 th June	Exec	Executive provided with all of the details of the screening by the Project Group.	Lead Officer for the group
18 th May to 29 th May	Project Group meet	To set up and arrange the citizens panel ensuring that the panel complies with the requirements of the SCA and Statutory Guidance.	All members of the Project Group
Week commencing the 15 th June	Citizens Panel	To comment on the suggestions and prioritise these. This information will be fed into the Executive Report.	Project Group members

Annex Three

<u>Date</u>	<u>Event</u>	<u>Actions</u>	<u>Lead</u>
15 th June	Screening	WOW Executive Delivery Board Meeting. To comment on the suggestions and provide priorities against the Citywide Priorities.	Partnerships Team with support from the project group.
16 th June – 30 th June	Project Group	Produce detailed proposals to be viewed by Executives as annexes to the Executive report in line with the requirements of the LGA on-line form.	All officer within the project group
27 th May - 19 th June (provisional based on last years dates)	Ward Team meetings	To plan the agenda, format and Your Ward content. Item on Agenda to include feedback from consultation process.	NMU officers
1 st July	CMT Report for final submissions to the LGA	Produce and submit CMT paper	Director of Resources
8 th July (provisional date)	Corporate Management Team	Agenda item to include Draft paper on SCA for 7 th July Executive meeting to be agreed. The deadline for amendments and submission of this paper from CMT to Exec is 5pm 9 th July.	Director of Resources. / Chief Executive
14 th July (provisional date)	EBS	Briefing on paper for 21 st July Executive meeting.	Director of Resources. / Chief Executive
July 09 (first 3 weeks)	Ward Committee Meetings	An opportunity to feedback on process to date	NMU and Members
21 st July 09 (Provisional date)	Executive	Executive Paper taking all suggestions which are deemed 'valid' in order to have the Executive debate, agree and finalise any proposals to be put forward to the LGA	Director of Resources. / Chief Executive
31 st July	Deadline for CYC response to LGA	Submission of valid and agreed proposals to the LGA	Director of Resources