

CURRENT TIMETABLE FOR CONSULTATION

Following 19.7.21 meeting amended dates now shown and additional actions added.
Subject to change.

Action	Date
Meet Consultation Institute and feedback to both Chief Executives	Wednesday 21 July
Draw up the supporting information for the consultation, including answers to Q & A to go on website	Monday 26 July to Friday 13 August
First draft of background information to WDC Design	Wednesday 18 August
Briefing to Members on consultation	Wednesday 1 September
Sign off online questionnaire and telephone survey	Wednesday 1 September
Publication of background information on the potential options, including a possible video, Q & A, pdf document similar in style to East Suffolk/West Suffolk	Thursday 2 September
Sign off content for focus groups	Friday 3 September
Start the online questionnaire available to all	Monday 6 September
Resident telephone interviews are undertaken	Monday 13 September for 5 weeks
Stakeholders – informal engagement with the major organisations in the districts. Possibility of written responses to ORS	6 September to 25 October
Undertake either 4 or 6 residents focus groups and focus groups with parish/town councils, community/voluntary sector, businesses	Monday 13 September to Tuesday 5 October
Undertake an in-house staff survey	Mid-September to Mid-October
Close online questionnaire available to all after 7 week period	Monday 25 October
Research agency begin analysis of the quantitative results and pulling together all the qualitative feedback from the groups. However before 22 November, results from the quantitative element will be available	Monday 25 October to Monday 22 November
SDC and WDC Cabinets meet on same day	Monday 6 December
SDC and WDC Councils meet on same day to decide whether to submit final business case to government	Monday 13 December

Engagement elements to add in:

- Open meetings with residents either in person or as a team's meeting (4? in total)
- Briefing sessions with parish/town councils by the Chief Executives online. Members to brief parish councils at their meetings.