

Proposed timeline of consultation/engagement activity:

Appendix 1

Date:	Consultation/engagement activity	Responsibility of:	RAG status
15/11/23	Report on Pontllanfraith Leisure Centre proposal is considered by Cabinet	Cabinet Member/Mark S Williams	Scheduled
	Assuming Cabinet are supportive of proposal to consult:		
15/11/23	Consultation process for the forthcoming six weeks is widely publicised including promotion of face-to-face drop in engagement session dates/locations	Hayley Lancaster/comms team	Scheduled
20/11/23	Consultation starts for period of six weeks	Hayley Lancaster	Scheduled
20/11/23	Engagement HQ digital engagement page goes live along with frequently asked questions and survey. Hard copies of survey are also available at locations to be agreed prior	Engagement Team	Scheduled
20/11/23	Email to signpost stakeholder groups (as identified in engagement strategy) to various opportunities to participate in consultation	Engagement Team	Scheduled
w/c 20/11, wc 27/11 and w/c 04/12	Face to face drop in engagement sessions to be held. Locations and timings to be agreed in discussion with local members. As far as possible, these sessions will be held on different days of the week and different times of the day, including early evening, to enable as many people as possible to attend.	Engagement Team Leisure Team	To be agreed
20/11/23 onwards	Targeted engagement with stakeholders and seldom heard groups – identification of these was supported through the development of in-depth integrated impact assessment (IIA) for the draft proposals	Engagement Team Leisure Team	Scheduled
12/12/23	A Housing and Environment Scrutiny Committee meeting will provide a further opportunity for elected members to consider and comment upon the proposal	Cabinet Member Mark S Williams Rob Hartshorn	Scheduled
03/01/24	Consultation period closes	Engagement Team	Scheduled
Jan 24	Timeline for report production, analysis of findings and consideration by members to be agreed	Mark S Williams	To be agreed
TBC	Webpage for publication of summary report and annexes to be prepared in readiness to coincide with further Cabinet consideration of the next steps	Engagement Team	To be agreed