

DATA LABEL: Public

Timeline Template for the Naming or Renaming of Council Property or Public Spaces

| | Action | Officer | Deadline | Outcome |
|-----|--|--|-----------------|----------------|
| 1. | Determine validity of request | Chief Executive | | |
| 2. | Determine service area responsible for request | Chief Executive Head of Finance & Property Services | | |
| 3. | Notify group leaders and independent councillor(s) of the request | Responsible Service | | |
| 4. | Agree the list of stakeholders to be consulted | Chief Executive Head of Finance & Property Services | | |
| 5. | Final briefing produced (including indicative timeline, expected costings and a plan of necessary actions) | Responsible Service | | |
| 6. | Final briefing shared with group leaders and independent councillor(s) for comment | Responsible Service | | |
| 7. | Stakeholder consultation undertaken | Responsible Service | | |
| 8. | Report submitted to CP&R PDSP for consultation | Responsible Service | | |
| 9. | Report submitted to Council Executive for decision | Responsible Service | | |
| 10. | Agreed actions progressed | Responsible Service | | |