

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE MEETING

9 June 2020

Report of the Enabling Lead: Legal and Democratic

Report Title	The Joint Implementation Executive - Terms of Reference
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1. Purpose

- 1.1 The purpose of this report is to set out for approval, terms of reference for the Joint Implementation Executive (JIE).

2. Recommendations

It is recommended that the Shadow Executive:

- (i) Approves Appendix 1 - the Joint Implementation Executive - Terms of Reference and Roles and Responsibilities.

3. Issues and Choices

3.1 Report Background

- 3.1.1 At its meeting on 13 May 2020, the JIE drafted its Terms of Reference and Roles and Responsibilities as set out at Appendix 1. Included is:

- 3.1.2 **The purpose of the JIE** - to provide overall strategic direction and leadership for the timely delivery of the Future Northants Programme, with individual accountability to residents and their sovereign Councils, to a “Safe and Legal” standard, with additional transformation where possible (known as “plus”).

- 3.1.3 **The role of the JIE** - to maintain oversight for the activity, integrity and strategy of the Future Northants Programme.

- 3.1.4 **Membership and support.**

- 3.1.5 **Objectives** – a focus on the formal Governance (e.g. Parliamentary Orders) associated with the creation of the North and West Unitary Councils, the disaggregation of the County Council services, and the aggregation of Districts and Borough services, to a Safe and Legal Plus standard including transformation where possible.

- 3.1.6 **Ways of Working** – the JIE will operate with agendas, will commission, consider and review reports and agree on communication statements at each meeting. It will also escalate items for public awareness to the relevant Shadow Executives.
- 3.1.7 **Frequency of meetings** – monthly meetings are proposed, aligned with the Programme Implementation Board meetings schedule.
- 3.1.8 **Responsibilities** – these include: providing oversight of performance for the overall Programme; building productive relationships; providing leadership and oversight for the delivery of the design principles; making programme related recommendations to the respective Shadow Executives; managing the interface with other Members; building consensus by working collaboratively; overseeing the management of key strategic risks; being a point of escalation in respect of issues arising within Future Northants Programme; leadership at key communications events, and demonstrating advocacy and ownership of the Future Northants Programme.

3.2 Issues and Choices

- 3.2.1 The approval and adoption of terms of reference allows business and issues to be dealt with in a structured manner and will enhance efficient and effective programme management. It is therefore proposed that the JIE's Terms of Reference and Roles and Responsibilities as set out at Appendix 1 be approved and adopted.

4. Implications (including financial implications)

4.1 Policy

- 4.1.1 None specifically.

4.2 Resources and Risk

- 4.2.1 The approval and adoption of the terms of reference will allow business and issues to be dealt with in a structured manner and reduce the risk of inefficient and ineffective programme management.

4.3 Legal

- 4.3.1 None specifically.

4.4 Equality and Health

- 4.4.1 None specifically

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