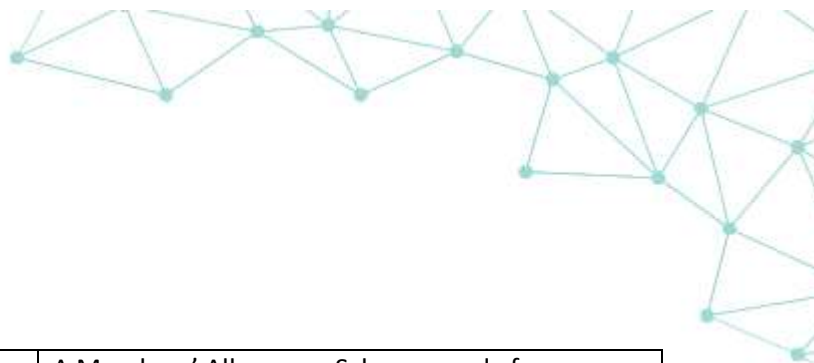


**TASK AND FINISH GROUP TERMS OF REFERENCE**

**West Shadow Authority**

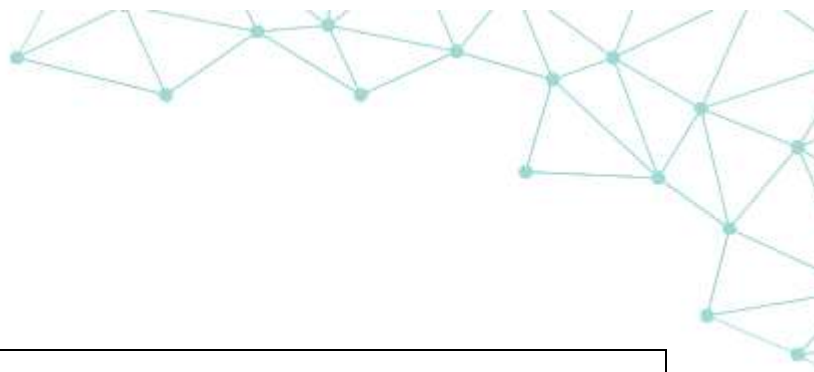
<b>COUNCIL GOVERNANCE</b>	
<b>Purpose of the Group</b>	
To oversee the development and delivery of governance arrangements for both the shadow and unitary councils.	
<b>Description of the Task to be completed (Scope)</b>	
<p><b>Shadow Authority</b></p> <p>Ensure that all elements of the Structural Changes Order and associated Regulations have been implemented for the Shadow Unitary Authority. This will include: Constitution, code of conduct, members' allowances etc.</p> <p>Ensure that support and committee management system arrangements are in place, including arrangements for virtual meetings.</p> <p>Review the operation of the Shadow Authority's governance arrangements and make any necessary recommendations on amendments to the Shadow Authority.</p> <p><b>Unitary Authority</b></p> <p>Ensure that all elements of the Council's governance framework are in place. This will include: Constitution, code of conduct, members' allowances etc.</p> <p>Oversee the development of a Member training and development programme for the Unitary Authority.</p> <p>Ensure that support and committee management system arrangements are in place.</p> <p>Ensure Statutory Boards are set up with terms of reference.</p>	

<b>Key Activities</b>	<b>Outcomes Sought</b>
Ensure that all elements of the Structural Changes Order and associated Regulations have been implemented.	All elements of the Structural Changes Order and associated Regulations implemented.



Oversee the development of a Members' Allowance Scheme for the Shadow Authority. NB this will be developed by the agreed IRP Panel.	A Members' Allowance Scheme ready for adoption by the Shadow Authority.
Oversee the development of support and committee management system arrangements for the Shadow Authority, including arrangements for virtual meetings.	A comprehensive and robust committee management system and associated resources in place for the administration of the Shadow Authority.
Review the operation of the Shadow Authority's governance arrangements and make any necessary recommendations on amendments to the Shadow Authority.	Any amendments / improvements to the Shadow Authority's governance arrangements are made and implemented.
Develop all elements of the Unitary Council's governance framework. This will include: Constitution, code of conduct, members' allowances etc.	A Constitution, code of conduct and members' allowance scheme ready for adoption at the inaugural Unitary Authority Council meeting.
Oversee the development of a Member training and development programme for the Unitary Authority.	A fully resourced and costed Member training and development programme for the Unitary Authority that can be implemented immediately after the unitary elections.
Oversee the development of support and committee management system arrangements for the Unitary Authority.	A comprehensive and robust committee management system and associated resources in place for the administration of the Unitary Authority.
Oversee the development of terms of reference for all the Unitary Authority's Statutory Boards.	Terms of reference for all the Unitary Authority's Statutory Boards.

<b>TIMESCALES</b>	
<b>Key dates:</b>	
May 2020	The Shadow Authority's Constitution.
May to July 2020	The Members' Allowance Scheme for the Shadow Authority.
May 2020	To oversee the development of support and committee management system arrangements for the Shadow Authority, including arrangements for virtual meetings.
October 2020	To review the operation of the Shadow Authority's governance arrangements.
July 2020 to January 2021	To develop all elements of the unitary council's governance framework. This will include: Constitution, code of conduct, members' allowances etc.
September 2020 to February 2021	To oversee the development of a Member training and development programme for the Unitary Authority.
June 2020 to January 2021	To oversee the development of support and committee management system arrangements for the Unitary Authority.
July 2020 to January 2021	To oversee the development of terms of reference for all the unitary authority's Statutory Boards.
Finish date:	<b>February 2021</b>



<b>FREQUENCY OF MEETINGS</b>	Monthly
------------------------------	---------

<b>How will we know when the Task is finished?</b>
All of the stipulated outcomes achieved.

<b>Task Group Members</b>	
Chair:	Cllr Adam Brown
Deputy Chair:	
Member:	
Member:	
Member:	

<b>Task Group Officers</b>	
Enabling Lead / Lead Officer:	Andrew Hunkin, Enabling Lead: Legal and Democratic
Interim Statutory Officer:	Monitoring Officer
Support Officer:	Mike Willis
SME:	Paul Hanson, Joint Lead Democratic Services Manager
	Tracy Tiff, Deputy Lead Democratic Services Manager
SME:	Existing Council Monitoring Officers (as required)
SME:	Rebecca Peck (AD to Chief Executive), Carol Mundy and Tracy Tiff (democratic services) - for training and development plan

<b>Any external Support or Input required</b>	
<b>External Support / Input</b>	<b>Output</b>

<b>Dependencies</b>

Document owner: Andrew Hunkin

Draft published: 6 May 2020

Approved: DATE

Version: 0.1



FUTURE  
NORTHANTS

