

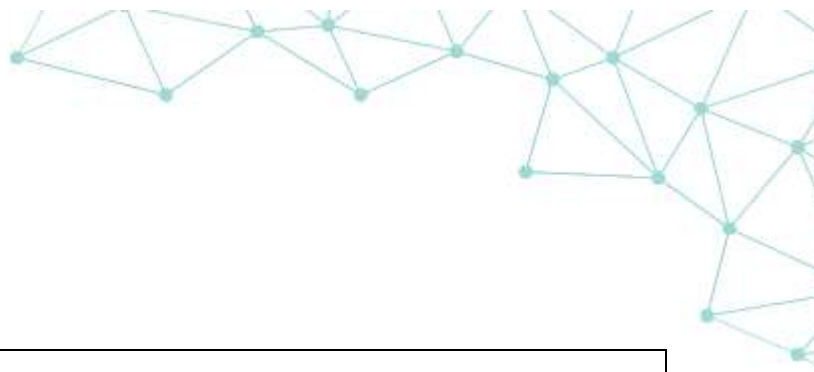
TASK AND FINISH GROUP TERMS OF REFERENCE

West Shadow Authority

CIVIC FUNCTIONS
Purpose of the Group
To develop the necessary Consequential Order(s), and any other procedures required to ensure that civic and ceremonial arrangements are transferred to the West Unitary Authority.
Description of the Task to be completed (Scope)
Oversee the development of the necessary Consequential Order(s), and any other procedures required to ensure that all the necessary Civic and Ceremonial arrangements are transferred and in place for the West Unitary Authority.

Key Activities	Outcomes Sought
Determine what needs to be included within the Consequential Order(s).	Clarity on what will be included in the Consequential Order(s).
Determine any other procedures required outside of the Consequential Order(s) to ensure that all the necessary Civic and Ceremonial arrangements are transferred.	Clarity on any other procedures to ensure that all the necessary Civic and Ceremonial arrangements are transferred.
Oversee the development of the Consequential Order(s) (Requires considerable input from MHCLG).	A Consequential Order that has received Government approval.
Develop any other procedures required outside of the Consequential Order(s) to ensure that all the necessary Civic and Ceremonial arrangements are transferred.	Procedures in place to ensure all the necessary Civic and Ceremonial arrangements are transferred.

TIMESCALES	
Key dates:	
June to August 2020	What needs to be included within the Consequential Order(s).
June to September 2020	Any other procedures required to ensure that all the necessary Civic and Ceremonial arrangements are transferred.
September 2020 to January 2021	Development of the Consequential Order(s).
October to December 2020	Develop any other procedures required to ensure that all the necessary Civic and Ceremonial arrangements are transferred.



Finish date:	January 2021
FREQUENCY OF MEETINGS	Monthly
How will we know when the Task is finished?	
A Consequential Order(s) that has been approved by Government is in place.	
Any other procedures required to ensure that all the necessary Civic and Ceremonial arrangements are transferred are in place.	

Task Group Members	
Chair:	Cllr Phil Larratt
Deputy Chair:	
Member:	
Member:	
Member:	

Task Group Officers	
Enabling Lead / Lead Officer:	Andrew Hunkin, Enabling Lead: Legal and Democratic
Interim Statutory Officer:	Monitoring Officer
Support Officer:	Mike Willis
SME:	Existing Councils' democratic services staff and monitoring officers
SME:	

Any external Support or Input required	
External Support / Input	Output
MHCLG Lawyers	A completed Consequential Order(s).
Other government departments	The General Regulations can be quite vague in place and need input and agreement from some government departments.

Dependencies
Need to work closely with the North Civil Functions Task and Finish Group.

Document owner: Andrew Hunkin

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