

TASK AND FINISH GROUP TERMS OF REFERENCE

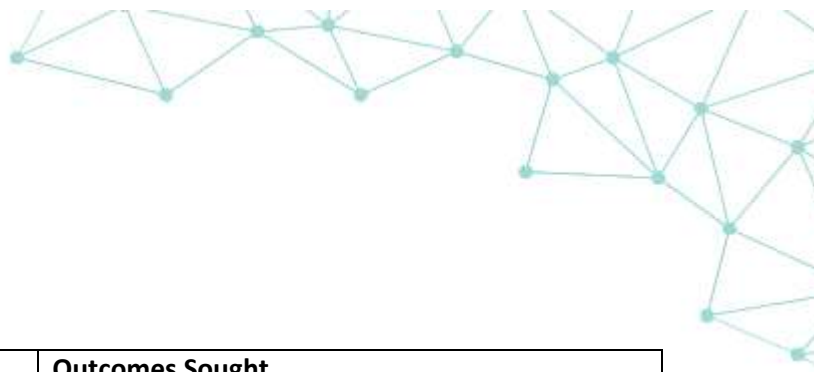
West Shadow Authority

DAY ONE ACCOMMODATION
Purpose of the Group
To ensure the unitary authority has the required accommodation to meet its safe and legal responsibilities from Day One.
Description of the Task to be completed (Scope)
WEST AUTHORITY ACCOMMODATION
To ensure the West Unitary Authority has the required accommodation to meet its Safe and Legal responsibilities from Day 1, incorporating Base and Service Office locations.
MEMBERS' ACCOMMODATION (FULL COUNCIL MEETING)
To ensure the West Unitary Authority has the required accommodation so it can meet its Safe and Legal Democratic obligations for Members, incorporating Full Council Meetings (including Shadow Council meetings if required).

Key Activities	Outcomes Sought
West Authority Accommodation:	
Define Requirements	Agreed accommodation requirements.
Define Options	Agreed accommodation locations.
Implement	Implemented accommodation requirements.

	West Authority Accommodation
Start date:	1st June
Key dates:	
31 st August	Requirements defined and approved.
30 th September	Options defined, evaluated and selected.
31 st March	Solutions implemented.
Finish date:	31st March
FREQUENCY OF MEETINGS	

How will we know when the Task is finished?
Accommodation requirements are in place for the West Authority.



Key Activities	Outcomes Sought
Members' Accommodation:	
Agree accommodation requirements for Full Council Meeting (including Shadow Authority if required).	Agreed Full Council Meetings accommodation requirements.
Define accommodation options.	Agreed accommodation location.
Implement.	Set up Full Council Meeting accommodation.

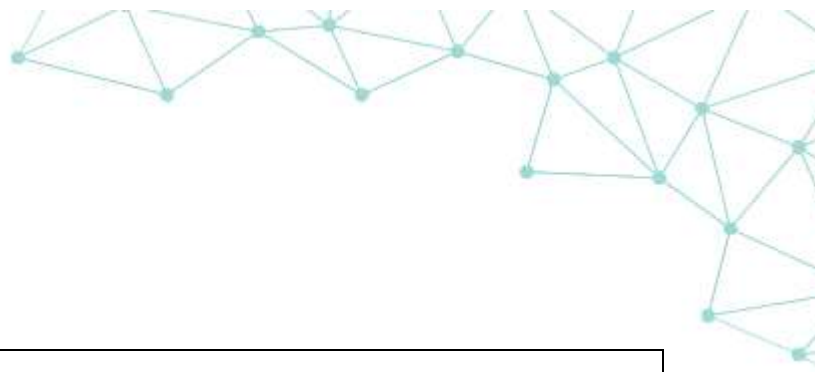
	Members' Accommodation
Start date:	1st June
Key dates:	
31 st July	Requirements defined and approved.
30 th September	Members' preferred accommodation option(s) selected.
31 st October	Shadow Council (Full Council Meeting) accommodation implemented.
31 st March	West Authority (Full Council Meeting) accommodation implemented.
Finish date:	31st March

How will we know when the Task is finished?
Members' Accommodation: <ul style="list-style-type: none"> • Full Council Meeting accommodation (Shadow Council) is in place. • West Authority's Full Council Meetings accommodation is in place.

Task Group Members	
Chair:	Richard Auger
Deputy Chair:	
Member:	
Member:	
Member:	

Task Group Officers	
Enabling Lead / Lead Officer:	Nick Byrom, Programme Manager
Interim Statutory Officer:	Chief Executive
Support Officer:	
SME:	
SME:	

Any external Support or Input required	
External Support / Input	Output



Dependencies

Document owner: Nick Byrom

Draft published: 6 May 2020

Approved: DATE

Version: 0.1



FUTURE
NORTHANTS

