

WEST NORTHAMPTONSHIRE SHADOW AUTHORITY

SHADOW EXECUTIVE MEETING

9 June 2020

Report of the Enabling Lead: Legal and Democratic

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| Report Title | West Northamptonshire Shadow Authority Task and Finish Groups – Terms of Reference |
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1. Purpose

- 1.1 The purpose of this report is to set out for approval the terms of reference for the West Northamptonshire Shadow Authority Task and Finish Groups.

2. Recommendations

It is recommended that the Shadow Executive:

- (i) Approves the setting up of the following Task and Finish Groups:
- a. Council Governance
 - b. Council Tax Harmonisation
 - c. Budget and Medium Term Financial Plan (MTFP)
 - d. Senior Appointments
 - e. Vision and Culture
 - f. Transformation
 - g. Civic Functions
 - h. Equalities
 - i. Disaggregation
 - j. Communications and Engagement
 - k. Day One Accommodation.
- (ii) Approves the terms of reference for the West Northamptonshire Shadow Authority Task and Finish Groups (Appendices 1 to 11).

3. Issues and Choices

3.1 Report Background

- 3.1.1 The Joint Implementation Executive considered proposals for the Shadow Executives to establish Task and Finish Groups. The key benefits were to:

- Facilitate a wider understanding of the issues being dealt with through the FN Programme, including interdependencies.
 - Broaden political ownership of the issues, recommendations and decisions.
 - Enable Members in the Groups to hold each other to account and to test out ideas informally with each other and officers.
 - Spread the workload (for Members) - when there is so much to do and so many meetings to attend.
- 3.1.2 The Task and Finish Groups will concentrate on a more corporate approach to building the new authorities and avoid silo thinking when it comes to service and budget planning; and not focus on specific service areas.
- 3.1.3 The Task and Finish Groups will include five members to enable representation from different areas and political groups. The Senior Appointments Task and Finish Group will have eight members who will be the same members as on the Senior Appointments Committee. Each Group would have a chair and vice-chair.
- 3.1.4 The Groups will have specific terms of references agreed by the Shadow Executive and be supported by officers and the interim statutory officers in investigating specific issues. The Groups will have no decision making power delegated.
- 3.1.5 As part of the Safe and Legal Plus Programme, the Joint Implementation Executive drafted terms of reference for the following Task and Finish Groups:
- Council Governance (Appendix 1)
 - Council Tax Harmonisation (Appendix 2)
 - Budget and Medium Term Financial Plan (MTFP) (Appendix 3)
 - Senior Appointments (Appendix 4)
 - Vision and Culture (Appendix 5)
 - Transformation (Appendix 6)
 - Civic Functions (Appendix 7)
 - Equalities (Appendix 8)
 - Disaggregation (Appendix 9)
 - Communications and Engagement (Appendix 10)
 - Day One Accommodation (Appendix 11).
- 3.1.6 Each Task and Finish Group will be chaired by a member of the Shadow Executive, with the remainder of the Group's membership being made up from other Members of the West Shadow Authority. Membership of the Senior Appointment Task and Finish Group will reflect the membership of the Senior Appointment Committee.
- 3.1.7 Chairs have been nominated and final details of the other Members of each Task and Finish Group will be forthcoming soon.
- 3.1.8 Each terms of reference contains:
- Purpose of the Group
 - Description of the Task to be completed

- Key Activities and Outcomes Sought
- Key Dates
- A description of the finished task
- Task Group Members
- Task Group Officers
- Details of any external support or input required
- Dependencies.

3.1.9 Once the terms of reference have been agreed, each Task and Finish Group will agree a more detailed programme and meeting dates.

3.1.10 Each Task and Finish Group will report progress, recommendations and outcomes to the Joint Implementation Executive and onto the Shadow Executive either through the Programme Director's Update or, where decisions are required, through a separate report.

4. Implications (including financial implications)

4.1 Policy

4.1.1 None specifically.

4.2 Resources and Risk

4.2.1 The terms of reference set out the internal and external / specialist resources required. It will be important for each Task and Finish Group to keep those resources under review and to set out and manage a more detailed programme so as to mitigate the risk of not achieving the outcomes or key dates specified.

4.3 Legal

4.3.1 None specifically

4.4 Equality and Health

4.4.1 None specifically

**Report Author:
Andrew Hunkin
Enabling Lead: Legal and Democratic**

