

Taunton Shadow Town Council

Tuesday, 28th February, 2023,
6.00 pm

**Somerset West
and Taunton**

The John Meikle Room - The Deane
House

[SWT MEETING WEBCAST LINK](#)

Members: Lee Baker, Chris Booth, Simon Coles, Dixie Darch, Tom Deakin, Caroline Ellis, Habib Farbahi, Fothergill, Marcia Hill, Isaacs, John Hunt, Dawn Johnson, Richard Lees, Sue Lees, Larcombe, Libby Lisgo, Derek Perry, Martin Peters, Hazel Prior-Sankey, Francesca Smith, Federica Smith-Roberts, Talbot, Brenda Weston and Woodmason

Addendum

9. Implementation Plan Progress Update TO FOLLOW

(Pages 3 - 6)

Officers will present an update on this item at the meeting with attached slides.

It is recommended that the Shadow Town Council:

- Note the update on the Implementation Plan progress and provide any comments.



**ANDREW PRITCHARD
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded and webcast. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using governance@somersetwestandtaunton.gov.uk

Any requests need to be received by 4pm on the day that provides 1 clear working day before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Friday prior to the meeting.

We are now live webcasting most of our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, but you can also access them on the [Somerset West and Taunton webcasting website](#).

The meeting rooms, including the Council Chamber at The Deane House, are on the first floor and are fully accessible. Lift access to The John Meikle Room (Council Chamber), is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter.

Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

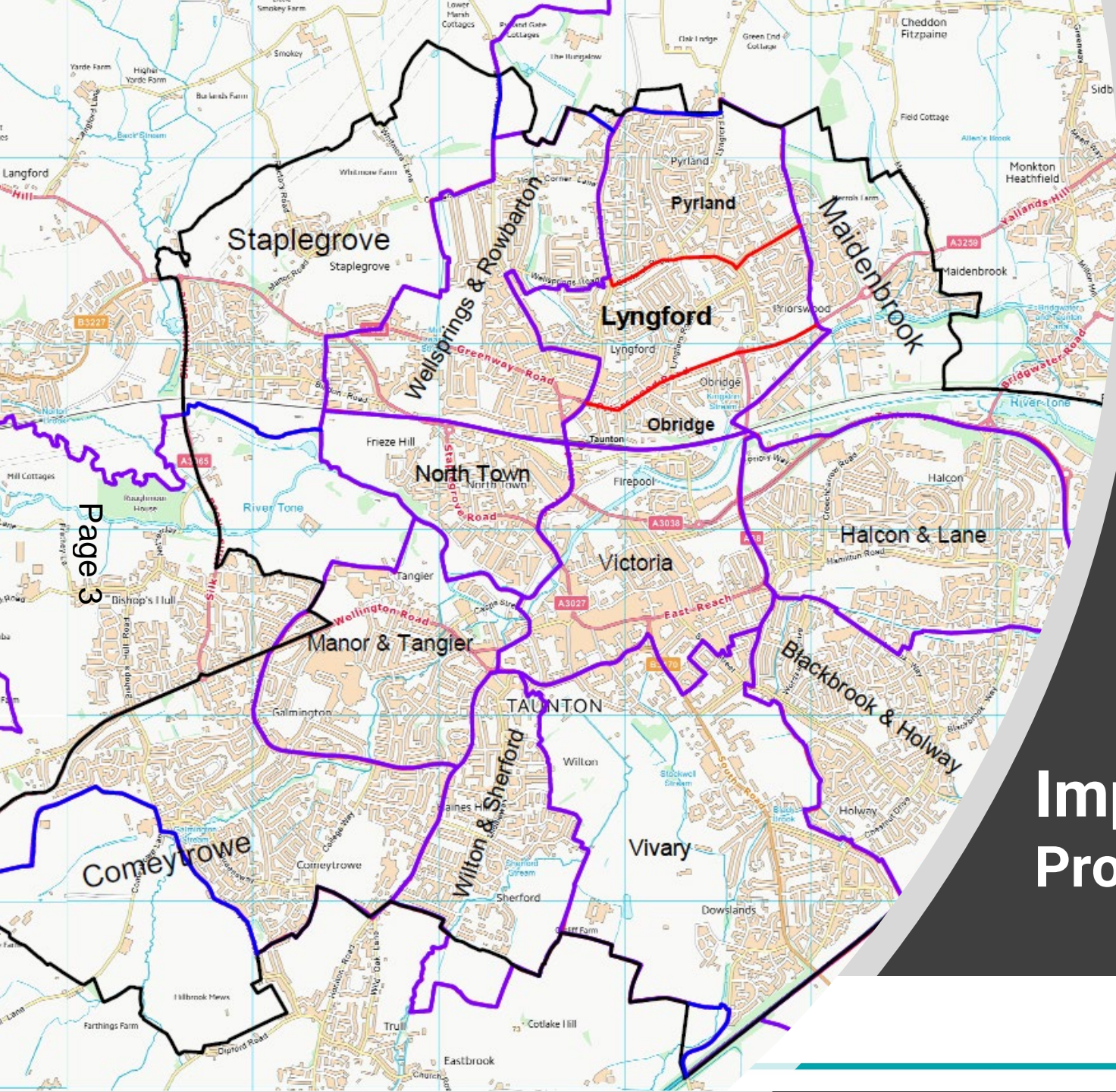
For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: governance@somersetwestandtaunton.gov.uk



Taunton Shadow Town Council

Implementation Programme Progress overview scorecard



Tranche Planning



Tranche 1
 Immediate 'MUST HAVE' products to enable implementation programme to proceed

Tranche 2
 MUST Have products to be in place by 1st April



Tranche 3
 Establishment of TTC and Elections of TTC members

Tranche 4
 Continue to establish and develop Town Council (led by Town Clerk)

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Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/23						2023/24											



 1st April – Establishment of Taunton Town Council
 4th May – Elections of Taunton Town Council Members

Programme workstreams

Workstream / key milestone	Previous status	Current status	Progress previous period ('Tranche 2' Jan – March 2023)	Current / Next period ('Tranche 2' - to end March)	Risks / Issues	Current Risk (H/M/L)
Programme Management Establish firm foundations to enable TTC to move to its new future state			<ul style="list-style-type: none"> New TC Clerk now undertaking 'Business Change Owner' role within the programme 	<ul style="list-style-type: none"> 'Blueprint' for new organisation (prepare for further discussion with the new Council) Comms on upcoming 'Become a Councillor' event, and info on the new TTC Council Tax precept 	RISK - The Programme may fail to deliver the required outcomes, and 'must have' capabilities to be a 'safe and legal' entity for Vesting Day 1st April (and beyond)	Low
Governance Ensure the Town Council is a legal and financial entity			<ul style="list-style-type: none"> Policies and procedures report prepared Software selected to showcase agendas, minutes & decisions 	<ul style="list-style-type: none"> Establish TTC committee structure / Terms of References Policies & Procedures prepared for adoption (Standing Orders, Financial regs & Code of Conduct etc) 	RISKS: <ul style="list-style-type: none"> that the Legal Challenge by affected Parish Councils may delay / halt / change the setting up of a Town Council for 1 April (and the elections 4th May) Failure to ensure (prepare / implement) a proper governance / decision-making framework for the new TTC 	Med
HR Ensure we have in post a suitably qualified Town Clerk (and staffing establishment)			<ul style="list-style-type: none"> <i>HR update being provided at meeting</i> New Town Clerk commenced in post and in the process of induction 	<ul style="list-style-type: none"> Review draft TTC staff structure Agree recruitment timeline and advertise roles Prepare HR policies for adoption Finalise HR support services 	RISK - Failure to appoint / attract an appropriately qualified / experienced Town/Parish Clerk (and other staff)	Low

Workstream / key milestone	Previous status	Current status	Progress previous period ('Tranche 2' Jan – March 2023)	Current / Next period ('Tranche 2' - to end March)	Risks / Issues	Current Risk (H/M/L)
Operations Ensure the Town Council has an Office/meeting location (with full systems in place)			<ul style="list-style-type: none"> ICT hardware & key software ordered (will be ready 1st April) Finance system selected and ordered Website design procurement commenced, & domain name registered 	<ul style="list-style-type: none"> Set up and install ICT systems Website development (launch date 1st April) Prepare Branding & Logo options (and prepare for consultation from April) 	RISK - Failure to provide adequate office and other essential operational facilities for TTC staff, Members and the public	Low
Assets Ensure Assets proposed to transfer are completed			<ul style="list-style-type: none"> Draft lease for Office received for review 	<ul style="list-style-type: none"> Complete office lease after legal review Engage with legal for due-diligence work post 1st April Final report to SCC Exec (15 March) 	RISK - Failure to properly complete all required (legal / financial / contractual) transfers of assets from SWT (and other PCs) for 1st April 2023	Low
Services Ensure Services proposed to transfer or commissioned are completed			<ul style="list-style-type: none"> Confirmed scope of services Reviewed & validated costs / details (prep for Exec report and Solicitors) 	<ul style="list-style-type: none"> final contractual & service agreements and arrangements Final report to SCC Exec (15 March) 	RISK - Failure to ensure continuity of agreed current service delivery arrangements and TUPE implications	Med
Finance Ensure the Town Council is a financial entity			<ul style="list-style-type: none"> New Bank Account ready to open (signatories agreed) Parish Council bank account transfer process underway Finance report went to Shadow TTC committee in Jan 	<ul style="list-style-type: none"> Procure & set up Payroll systems Insurance arrangements to be finalised 	RISK - Failure to ensure a proper financial governance framework for the new TTC (during and / or post implementation)	Low
Elections Prepare and promote Elections (Notice of Election published)			<ul style="list-style-type: none"> Update provided to Shadow TTC committee Feb Electoral Register published (with revised boundaries) 	Commence preparations & promotion of May elections: <ul style="list-style-type: none"> 7 March - 'Becoming a Councillor' event Publish Notice of Elections 27 March 	ISSUE – new voter ID process (comms need) RISK – legal challenge (as shown under Governance workstream)	Low
						Med