

Taunton Shadow Town Council

Agenda

- Appointment of Chair
- Appointment of Vice Chair
- Approval of Terms of Reference (addendum)*
- Apologies
- Declarations of Interest
- Public Participation
- Adoption of Procedure Rules
- Introduction to the Implementation Plan/Project Governance
- Forward Plan

Approval of Terms of Reference

- To resolve:
- Adopt the Terms of Reference for the Taunton Shadow Town Council

Adoption of Procedure Rules

- To resolve;
- *“That although the Shadow Town Council is not a formal decision making body, it will as far as possible follow the meeting procedure rules applying to Somerset West and Taunton Council.”*

Background overview

- Community Governance Review process initiated 12/11/21 by SWT
- Established a Member Working Group to oversee the CGR and make recommendations to Full Council.
- Two periods of consultation took place.
- It was the responsibility of Somerset West and Taunton Council to agree the final recommendations of the community governance review and the responsibility of Somerset County Council to make any Reorganisation Order to give effect to those recommendations, which was done on 05/10/22.

Shadow Town Council Role (Res 2.6)

- To advise and oversee the work programme to create the new council.
- Working with the officers, technical advisors, and town clerk (when appointed) to develop the various draft policies, procedures, infrastructure etc that will need to be in place prior to or as soon as possible after the new council is established.

Shadow Town Council - Powers

- Prior to 1 April 2023 the Shadow Town Council would not have delegated powers to make decisions or commit expenditure
- Act as an advisory body to the SWT/SCC officers and others working on the implementation programme with any formal decisions required then being made under existing SWT/SCC officer or member delegations

Implementation Plan – Programme Arrangements

Operational decision making

- SWT SMT and SCC SLT/Exec (existing internal processes to continue)
- Shadow Town Council (advisory body – cannot make decisions or commit expenditure)
- Operational Programme Board Decisions - Senior Resp. Officer/ Business Programme Owner
- Projects and Workstreams
- Project Officers remit is to deliver the requirements/deliverables of their project on decisions accordingly and update the Programme Board if there were issues that needed to be addressed/changes required.

Governance

- Decision Making powers are subject to the Council delegation given by SCC Full Council 05.10.22
- Officers to work in accordance with effective programme management arrangements and principles and to support the delivery of the project in the time available.
- However – there may be a couple of decisions which need to be made formally by SCC Executive e.g. Transfer of Assets and Services prior to 1st April 2023

Governance

- There are a couple of important operational decisions the Prog. Board will make in consultation with the Shadow Town Council e.g. Clerk Appointment and Office/Meeting space arrangements, adoption of key policies and procedures etc.
- The Programme will regularly report to the Shadow Town Council and SMT about progress of the programme and any key risks and issues for their consideration.
- Letter of understanding between SCC and SWT setting out collaborative working and governance arrangements.

Budget

- SWT is the Budget Holder for the Implementation costs
- SWT approved a supplementary budget for 22/23 of up to £80,000 to support this project under delegated powers, for costs incurred prior to 1 April 2023. (General Reserves)
- This will primarily be incurred on matters such as recruitment of staff, website, specialist support, IT Systems etc.
- Members will not be required to approve formal decisions relating to this spend.

Programme Vision - DRAFT

- *To create a safe, legal and functioning Town Council for the residents of Taunton that provides a representative body for the community that:*
 - *Enables the effective promotion of the well-being of residents,*
 - *Contributes to the provision of services in the area in an economic and efficient manner*
 - *Promotes community engagement and effective and convenient local government.*

Roles & responsibilities:

Programme Management Team

- **'Business Programme Owner / Senior Responsible Owner'** - Senior Programme 'Champion' and accountability (Alison North – Deputy CEO SWT / Scott Wooldridge – SCC)
- **'Business Change Owner'** - responsible for embedding the new capabilities into the new TTC (Marcus Prouse - *likely to be the Town Clerk when appointed*)
- **Programme Manager** (Dan Webb) (+ Meg Stokes - Programme Support Officer)
- **Key corporate functions:**
 - **Finance** (Paul McClean - Finance Specialist / Paul Fitzgerald -s151)
 - **Legal** (Kevin Williams – SWT Deputy MO & Tom Woodhams (Deputy County Solicitor))
 - **Stakeholder Engagement & Comms** – Marcus Prouse & Becky Howat
- **Technical Advisor** (Reg Williams Society of Local Council Clerks)

Roles & responsibilities:

Workstream / Project Leads

- **Governance** - Marcus Prouse (Governance Specialist) & Mike Bryant (Governance Manager SCC)
- **Operations** – Marcus Prouse (Governance Specialist) & Mike Bryant (Governance Manager SCC)
- **Finance** – Paul McClean (Finance Specialist)
- **HR** – Chelle Amorsen & Tony Bryant (HR Specialists)
- **Assets** – Sally Stark (Assets Specialist)
- **Services** – Chris Hall (Director) & Stuart Noyce (Assistant Director)
- **Elections** – Elisa Day (Elections Specialist)

Key Programme Milestones before 1st April

- Ensure we have in post a suitably qualified Town Clerk (staffing establishment)
- Elections – Prepare and promote Elections (Notice of Election published)
- Ensure the Town Council is a legal and financial entity (associated due diligence below that)
- Ensure the Town Council has an Office/meeting location (with full systems in place to allow people to engage with it e.g. telephony, website, computers, payroll, finance)
- Ensure key policies in place for Day 1 – Standing Orders and Financial Proc rules minimum
- Ensure Assets and Services proposed to transfer or commissioned are completed (associated actions)

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)

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

Tranche 1 (Oct – Dec 2022)

Workstream	Key deliverable / milestones
Programme Mgt	<ul style="list-style-type: none"> • Vision statement • Business Architecture Model / 'Blueprint' • Programme Plan / 'Roadmap' / Tranche Plans ('MoSCoW' prioritisation) • Governance Strategy • Stakeholder Engagement Strategy (& Tranche 1 Comms plan) • Programme control docs (Risks, Issues, Actions, Dashboard / Budget monitoring)
HR	<ul style="list-style-type: none"> • Existing employees of the Parish Councils - consult & engage, TUPE? • Clerk recruitment - advertise post
Governance	<ul style="list-style-type: none"> • Establish Taunton Shadow Town Council • Draft Standing Orders and Financial Procedures for the Town Council to use
Operations / Infrastructure	<ul style="list-style-type: none"> • Review Office/Meeting options and seek advice from Shadow TC • Draft Website specification and domain name
Assets	<ul style="list-style-type: none"> • Further work to establish the Assets that will transfer on 1st April
Services	<ul style="list-style-type: none"> • Further work to establish the scope of Services to be managed by TC

Tranche 2 (by 1st April 2023)

Workstream	Key deliverable / milestones
HR	<ul style="list-style-type: none">• Town Clerk (Designate) - Interview, Appoint, start in post• Develop operational structure / commence recruitment• Payroll system
Finance	<ul style="list-style-type: none">• Open a Bank Account• Register for VAT• Appoint Finance Officer (interim, or contract support from SC?)
Operations / Infrastructure	<ul style="list-style-type: none">• Continue work to ensure Office is operation for Day 1 (procure furniture, telephony, payroll etc)• Procure Website Design and ensure population of such• Accounting software
Assets	<ul style="list-style-type: none">• Final arrangements in place on asset transfer• Instruct SHAPE Legal to draft Asset Transfer Documents
Services	<ul style="list-style-type: none">• Final arrangements in place on services (either those to be provided by contractual appointment with SC/or transfer)
Elections	<ul style="list-style-type: none">• Prepare and promote the Elections

Tranche 3 (April – May 2023) - TTC Vests legally 01/04/23

All Shadow Town Councillors are appointed as Temporary Taunton Parish Councillors from 01.04.23 until the Councillors elected on 4th May 2023 take office.

Workstream	Key deliverable / milestones
HR	<ul style="list-style-type: none">• Develop / implement HR policies
Operations / Infrastructure	<ul style="list-style-type: none">• Start operating from new TTC office
Assets	<ul style="list-style-type: none">• Completion of Asset Transfers and Registration with Land Registry
Services	<ul style="list-style-type: none">• Commissioning (and potential delivery) of agreed services commences
Elections	<ul style="list-style-type: none">• Conduct the Elections safely and legally on first Thursday in May

Forward Plan

- 1st December 2022
- **Implementation Plan Update** – to include:
 - Risks and Issues Review
 - Town Council Office/Meeting Space Update
 - Staffing Structure Update

Any Questions?