

# 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)

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



 1<sup>st</sup> April – Establishment of Taunton Town Council  
 4<sup>th</sup> 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)
<b>Programme Management</b> Establish firm foundations to enable TTC to move to its new future state			<ul style="list-style-type: none"> <li>New TC Clerk now undertaking 'Business Change Owner' role within the programme</li> </ul>	<ul style="list-style-type: none"> <li>'Blueprint' for new organisation (prepare for further discussion with the new Council)</li> <li>Comms on upcoming 'Become a Councillor' event, and info on the new TTC Council Tax precept</li> </ul>	<b>RISK</b> - 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
<b>Governance</b> Ensure the Town Council is a legal and financial entity			<ul style="list-style-type: none"> <li>Policies and procedures report prepared</li> <li>Software selected to showcase agendas, minutes &amp; decisions</li> </ul>	<ul style="list-style-type: none"> <li>Establish TTC committee structure / Terms of References</li> <li>Policies &amp; Procedures prepared for adoption (Standing Orders, Financial regs &amp; Code of Conduct etc)</li> </ul>	<b>RISKS:</b> <ul style="list-style-type: none"> <li>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)</li> <li>Failure to ensure (prepare / implement) a proper governance / decision-making framework for the new TTC</li> </ul>	Med
						Low
<b>HR</b> Ensure we have in post a suitably qualified Town Clerk (and staffing establishment)			<ul style="list-style-type: none"> <li><i>HR update being provided at meeting</i></li> <li>New Town Clerk commenced in post and in the process of induction</li> </ul>	<ul style="list-style-type: none"> <li>Review draft TTC staff structure</li> <li>Agree recruitment timeline and advertise roles</li> <li>Prepare HR policies for adoption</li> <li>Finalise HR support services</li> </ul>	<b>RISK</b> - 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)
<b>Operations</b> Ensure the Town Council has an Office/meeting location (with full systems in place)			<ul style="list-style-type: none"> <li>ICT hardware &amp; key software ordered (will be ready 1st April)</li> <li>Finance system selected and ordered</li> <li>Website design procurement commenced, &amp; domain name registered</li> </ul>	<ul style="list-style-type: none"> <li>Set up and install ICT systems</li> <li>Website development (launch date 1st April)</li> <li>Prepare Branding &amp; Logo options (and prepare for consultation from April)</li> </ul>	<b>RISK</b> - Failure to provide adequate office and other essential operational facilities for TTC staff, Members and the public	Low
<b>Assets</b> Ensure Assets proposed to transfer are completed			<ul style="list-style-type: none"> <li>Draft lease for Office received for review</li> </ul>	<ul style="list-style-type: none"> <li>Complete office lease after legal review</li> <li>Engage with legal for due-diligence work post 1st April</li> <li>Final report to SCC Exec (15 March)</li> </ul>	<b>RISK</b> - Failure to properly complete all required (legal / financial / contractual) transfers of assets from SWT (and other PCs) for 1st April 2023	Low
<b>Services</b> Ensure Services proposed to transfer or commissioned are completed			<ul style="list-style-type: none"> <li>Confirmed scope of services</li> <li>Reviewed &amp; validated costs / details (prep for Exec report and Solicitors)</li> </ul>	<ul style="list-style-type: none"> <li>final contractual &amp; service agreements and arrangements</li> <li>Final report to SCC Exec (15 March)</li> </ul>	<b>RISK</b> - Failure to ensure continuity of agreed current service delivery arrangements and TUPE implications	Med
<b>Finance</b> Ensure the Town Council is a financial entity			<ul style="list-style-type: none"> <li>New Bank Account ready to open (signatories agreed)</li> <li>Parish Council bank account transfer process underway</li> <li>Finance report went to Shadow TTC committee in Jan</li> </ul>	<ul style="list-style-type: none"> <li>Procure &amp; set up Payroll systems</li> <li>Insurance arrangements to be finalised</li> </ul>	<b>RISK</b> - Failure to ensure a proper financial governance framework for the new TTC (during and / or post implementation)	Low
<b>Elections</b> Prepare and promote Elections (Notice of Election published)			<ul style="list-style-type: none"> <li>Update provided to Shadow TTC committee Feb</li> <li>Electoral Register published (with revised boundaries)</li> </ul>	Commence preparations & promotion of May elections: <ul style="list-style-type: none"> <li>7 March - 'Becoming a Councillor' event</li> <li>Publish Notice of Elections 27 March</li> </ul>	<b>ISSUE</b> – new voter ID process (comms need) <b>RISK</b> – legal challenge (as shown under Governance workstream)	Low
						Med