

# **SOMERSET WEST AND TAUNTON SHADOW EXECUTIVE**

## **Meeting of the Shadow Executive**

Date: 11<sup>th</sup> June 2018.

Time: 6pm

Venue: Council Chamber, West Somerset House, Williton

### **AGENDA**

- 1. Apologies for Absence.**
- 2. Public Participation**
- 3. The Chairman to advise of any items on the agenda which members of the public have requested to speak**

**4 Declaration of Interests.**

To receive declarations of Disclosable Pecuniary Interests or personal or prejudicial interests, in accordance with the Code of Conduct, in relation to items on the agenda. Such interests need to be declared even if they have already been recorded in the Register of Interests. The personal interests of Councillors who are County Councillors or Town or Parish Councillors will automatically be recorded in the minutes.

**5. Formation of Central Implementation Team and Responsibility for Implementation Plan (report to follow).**

The report will address the Formation of the Central Implementation Team and responsibility for the Implementation Plan as referred to by the Somerset West and Taunton (Local Government Changes) Order 2018.

**6. Forward Plan**

To consider items to be added to the forward plan

**7. Future Meeting dates.**

To agree a list of dates for future meetings.



# Somerset West and Taunton Shadow Council

## Shadow Executive Meeting – 11 June 2018

### Implementation Plan and Appointment of Central Implementation Team

Report Author: Emily McGuinness

#### 1 Executive Summary

- 1.1 The implementation plan outlines the principles on which the functions and responsibilities of Taunton Deane Borough Council and West Somerset Council will transfer to Somerset West and Taunton Council.

#### 2 Recommendations

- 2.1 The Shadow Executive is requested to:

- i) Agree the core Central Implementation Team as outlined in paragraph 5 of this report.
- ii) Endorses the approach to developing and monitoring an Implementation Plan as set out in this report.

#### 3 Risk Assessment

##### Risk Matrix

Description	Likelihood	Impact	Overall
The Shadow Council does not have clear governance arrangements in place and so it is not clear how decisions can be made safely or that we will transition effectively to a legal, safe and functioning new council on 1 April 2019	3	5	15
A clear Implementation Plan is prepared, agreed and monitored by the Shadow Executive	1	5	5

### Risk Scoring Matrix

<b>Likelihood</b>	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
<b>Impact</b>							

<b>Likelihood of risk occurring</b>	<b>Indicator</b>	<b>Description (chance of occurrence)</b>
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

## 4 Background and Full details of the Report

- 4.1 On 25 May 2018, the Local Government Minister signed the Orders to create the new Somerset West and Taunton Council. This marks the end of the approval phase, and it is now time to focus on the work required to bring the new Council into being.
- 4.2 The Somerset West and Taunton Shadow Council is required to form an Implementation Plan, to outline how the functions and responsibilities of Taunton Deane Borough Council and West Somerset Council will transfer to the Somerset West and Taunton Council on 1 April 2019.
- 4.3 An Implementation Plan will focus on the following areas:
- the principles of implementation
  - areas of decision making that the Somerset West and Taunton Shadow Council will be required to make,

- other key areas of implementation; and
- programme governance.

## **5 Appointment of Central Implementation Team**

5.1 A team of officers will need to be formed by the Shadow Executive for the purposes of assisting it with delivery of the Implementation Plan. They will be known as the Central Implementation Team. The officers on the core Central Implementation Team will be led by the Chief Executive and will include the following Officers:

- Joint Chief Executive (Leader of the Central Implementation Team)
- Monitoring Officer
- Section 151 Officer

5.2 Membership of the Central Implementation Team will be decided by the Chief Executive, but may also include:

- Heads of Function
- Service Manager for Communications
- Transformation Programme Manager
- New Council Workstream Lead

## **6 The Implementation Plan**

6.1 In forming the Implementation Plan, focus will be primarily on 2 core areas - ensuring that the requirements in the business plan are respected, and that our residents, businesses and customers continue to receive the high level of public services that they would expect with minimal levels of disruption.

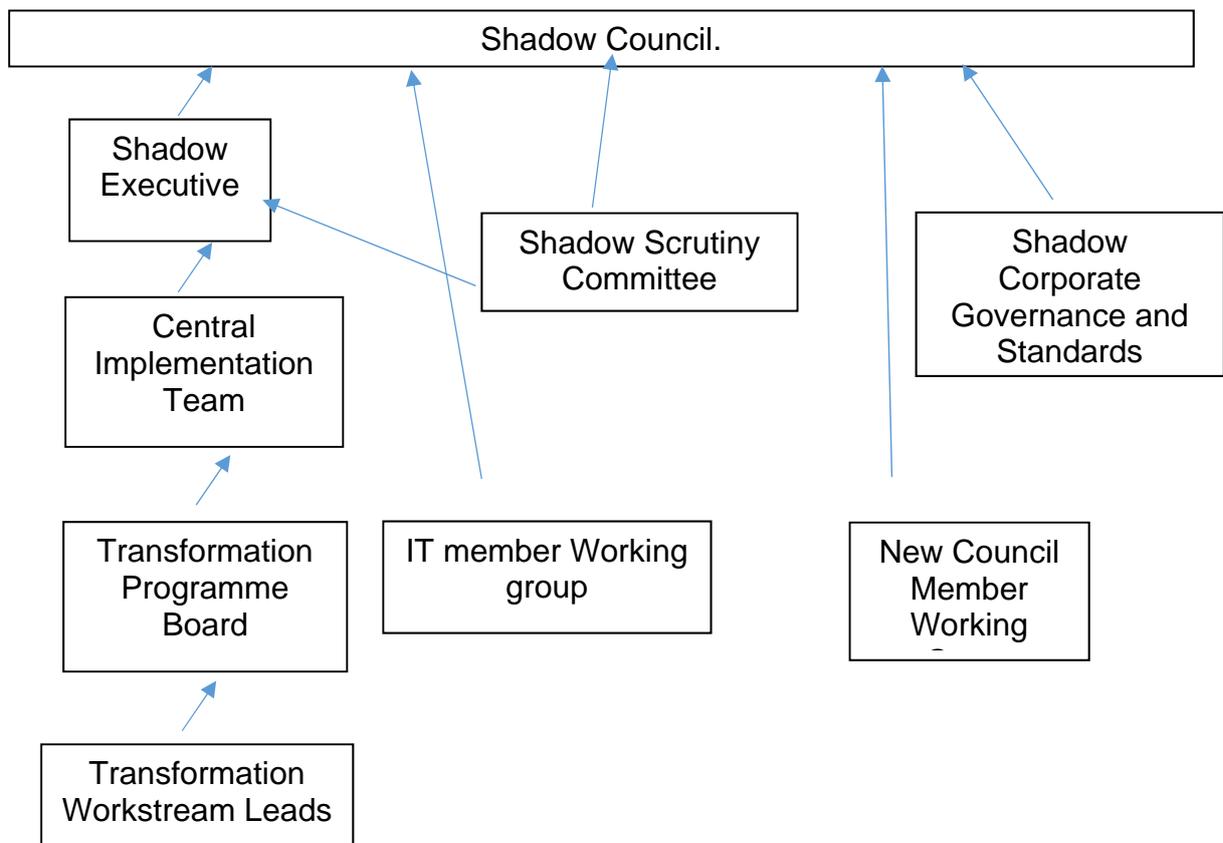
6.2 As members will be aware, the creation of the New Council is one workstream within the wider organisation Transformation Programme – a programme which covers every aspect of all that we do. This programme has been running for approximately 18 months, and as such high levels of programme governance already exist, and have previously been reported to the Joint Partnership Advisory Group (JPAG). A report will be going to both Taunton Deane Borough Council and West Somerset Council in July to formally stand down JPAG in line with the requirements of the Inter Authority Agreement, with the Shadow Executive assuming the role of facilitating member oversight of Transformation activity.

6.3 Ahead of the next meeting of the Shadow Executive, further work will be carried out to refine the activities needed to safely transition to a legal, safe and functioning new council on 1 April 2019. Attached at Appendix A to this report is a copy of the New Council Workstream Plan with high level activities mapped out until April 2019. Future meetings of the Shadow Executive will use this document, and wider Transformation Programme

information to develop a more detailed Implementation Plan, with a final version being presented to the October Meeting of the Shadow Council for approval. This process will help secure wider member involvement in this important work.

6.4 All reports will be available in line with access to information requirements, and will be subject to consideration by the newly appointed Shadow Scrutiny Committee. All members are invited to make suggestions as to how best to present this complex monitoring information.

6.5 It is our intention that the Shadow Executive will play an important part in the Transformation Programme Governance:



6.6 The governance structure as set out above (and subject to approval by the first meeting of the Shadow Authority on 7 June 2018) will ensure that all plans and activities to deliver the ambitions of the Business Case will be subject to on-going monitoring.

6.7 The Shadow Executive will be responsible for keeping the Implementation Plan under review and revising it as necessary.

- 6.8 Following agreement of the Implementation Plan, a more formal timetable and decisions plan will be developed to provide clarity on where and when individual areas of implementation are expected to come forward for member agreement.

## **7 Links to Corporate Aims / Priorities**

- 7.1 The successful Implementation of the New Council will ensure the delivery of all Corporate Aims and Objectives and will support the process for creating a fresh set of priorities to meet the needs of the new council area.

## **8 Finance / Resource Implications**

- 8.1 The original Business Case supplied to the Secretary of State included a budget for the Implementation of the new council. The recommendations within this report are within allocated budgets. As stated in this report, regular monitoring reports will be submitted to monthly Shadow Executive meetings. As outlined in the Constitution considered for approval by the Shadow Council on 7 June 2018, the costs of implementation are proposed to be incurred and shared by Taunton Deane Borough Council and West Somerset Council through the budgets approved by the Transformation Business Case.

## **9 Legal Implications**

- 9.1 The whole process of establishing shadow governance arrangements has required external specialist legal support and this will continue until a new, legal, safe and functioning council is stood up on 1 April 2019.
- 9.2 Under the Somerset West and Taunton (Local Government Changes) Order 2018, the Shadow Authority must no later than 21 days of the Order coming into force, form a team of officers (the 'Central Implementation Team') for the purposes of assisting it in managing the smooth transition.
- 9.3 The Order also requires the Shadow Authority to prepare, keep under review, and revise as necessary, an implementation plan which must include:-
- i) such plans and timetables as are in its opinion necessary to secure the effective, efficient and timely discharge of its functions; and
  - ii) such budgets and plans as it considers necessary or desirable to facilitate the economic, effective, efficient and timely discharge, on or after 1 April 2019, of the functions that before that date, are functions of the District Councils.
- 9.4 In preparing and carrying out the Implementation Plan, the Shadow Authority must have regard to the information originally supplied to the Secretary of State in support of proposals for a single council.

## **10 Environmental Impact Implications**

- 10.1 There are none specifically associated with this report, although ensuring that all our statutory duties are met will form a key element of the Implementation Plan.

## **11 Safeguarding and/or Community Safety Implications**

- 11.1 There are none specifically associated with this report, although ensuring we stand up a legal, safe and functioning new council in April 2019 will enable us to continue to meet our statutory duties in this area.

## **12 Equality and Diversity Implications**

- 12.1 There are none specifically associated with this report, although ensuring we stand up a legal, safe and functioning new council in April 2019 will enable us to continue to meet our statutory duties in this area.

## **13 Partnership Implications**

- 13.1 The work to deliver the new council will continue to involve engagement with all our partners to ensure we continue to deliver services to our customers through partnership working.

## **14 Health and Wellbeing Implications**

- 14.1 The successful delivery of the new council will enable us to continue to meet our statutory duties in supporting the health and wellbeing of communities.

## **15 Asset Management Implications**

- 15.1 There will be subsequent reports through the Programme Governance arrangements setting out the full requirements and implications of transferring all assets to the new Council.

### **Democratic Path:**

- **Shadow Executive.**

### **Reporting Frequency:**

### **List of Appendices**

Appendix A	New Council Workstream Plan
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### **Contact Officers**

Name	Emily McGuinness	Name	
Direct Dial	01823 21(8757)	Direct Dial	
Email	e.mcguinness@tauntondeane.gov.uk	Email	

ID	Text1	Qtr 4, 2017			Qtr 1, 2018			Qtr 2, 2018			Qtr 3, 2018			Qtr 4, 2018			Qtr 1, 2019			Qtr 2, 2019			Qtr 3, 2019			Qtr 4, 2019
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
		<b>Workstream: New Council</b>																								
173	NC2444	Structural Change Order (Agreed) ◆ 28/02																								
174	NC2448	New Constitution (Agreed) ◆ 28/02																								
139	NC0408	Report to Council ◆ 01/03																								
140	NC0409	Lay SCO Consent ◆ 01/03																								
175	NC2452	Governance Redesign ◆ 01/03																								
154	NCL428	1st Year Budget (Agree) ◆ 30/03																								
178	NC2439	Implementation Executive & Team (Active) ◆ 30/03																								
180	NC2442	Transition Governance (Active) ◆ 10/04																								
143	NC0411	Warding Proposals for New Council ◆ 04/05																								
144	NC0412	Parliamentary Scrutiny (Complete) ◆ 31/05																								
184	NC2455	Governance Redesign (Heads Review) ◆ 31/05																								
145	NC0413	Secondary Regulations (Draft) ◆ 01/06																								
146	NC0414	Order Signed by Minister ◆ 04/06																								
147	NC0415	Shadow Authority (Active) ◆ 05/06																								
148	NC0417	LGBCE Formal Public Consultation ◆ 01/07																								
189	NC31279	Single Council Branding Agreed. ◆ 31/07																								
150	NC0419	Prepare for 2019 Elections ◆ 20/10																								
151	NC0418	LGBCE Warding Process Recommendation ◆ 20/10																								
192	NC31280	Project Manager Appointed ◆ 31/12																								
152	NC0420	Shadow Authority (Budget 2019/2020) ◆ 28/02																								
159	NCL426	Set Council Tax ◆ 28/02																								
187	NC2737	New Legal Entity ◆ 11/03																								
153	NC0422	New Council Legal Measures ◆ 29/03																								
197	NC3462	Contract Novations Completed ◆ 29/03																								
200	NC3460	Single Council Website (Launch) ◆ 01/04																								
161	NCL430	Financial Close Down (Complete) ◆ 01/04																								
201	NC3464	Single Council Banking Arrangements in place ◆ 01/04																								
202	NC3467	New Authority (Launch) ◆ 01/04																								