

# Somerset West and Taunton

Taunton Deane and West Somerset Councils  
working together

## **SOMERSET WEST AND TAUNTON SHADOW COUNCIL**

### **Meeting of the Shadow Council**

Date: 15<sup>th</sup> October 2018

Time: 6pm

Venue: The Shire Hall, Shuttern, Taunton.

### **AGENDA**

**1. Apologies for Absence.**

**2. Minutes of the meeting of Shadow Council held on 7 June and Special Shadow Council held on 10 September 2018.**

**3. Public Participation**

**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. Establishment of the ICT Working Group, Report of the Interim Monitoring Officer (report attached).**

**6. Implementation Plan for the Creation of a New Council for Somerset West and Taunton, Report of the New Council Workstream Lead (report attached).**

## **Shadow Full Council**

- Monday 17 December 2018, 7pm, Shire Hall, Shuttern, Taunton.

## **Shadow Executive**

- Thursday, 15 November 2018, 4.30pm in The Council Chamber, West Somerset House.

## **Shadow Scrutiny Committee**

- Tuesday, 23 October 2018, 6pm in The Council Chamber, West Somerset House.

## **Shadow New Council Working Group**

- Monday 5<sup>th</sup> November 2018 in Meeting Room C, Flook House.

## **Somerset West and Taunton Shadow Council**

At a meeting of Somerset West and Taunton Shadow Council held at Oake Manor Golf Club, Oake, Taunton on 7 June 2018 at 6 p.m.

Present: Councillors I Aldridge, T Aldridge, B Allen, P Berry, J Blatchford, C Booth, R Bowrah, W Brown, N Cavill, M Chilcott, S Coles, W Coombes, H Davies, M Dewdney, S Dowding, D Durdan, M Edwards, H Farbahi, E Gaines, S Goss, A Gunner, R Habgood, A Hadley, T Hall, B Heywood, C Hill, M Hill, J Hunt, G James, I Jones, A Kingston-James, R Lees, R Lillis, L Lisgo, B Maitland-Walker, D Mansell, S Martin-Scott, C Morgan, I Morrell, J Parbrook, P Pilkington, H Prior- Sankey, S Pugsley, J Reed, R Ryan, V Stock-Williams, A Sully, R Thomas, N Thwaites, N Townsend, C Tucker, T Venner, J Warmington, D Webber, D Westcott, J Williams, R Woods and G Wren

Officers: Shirlene Adam (Deputy Chief Executive), Bruce Lang (Monitoring Officer), Paul Fitzgerald (Chief Finance/Section 151 Officer), Emily McGuinness (Senior Transformation Project Lead), Lesley Dolan (Business Services Manager, SHAPE Legal Partnership), Satish Mistry (Legal Advisor, SHAPE Legal Partnership) and Richard Bryant (Democratic Services Manager)

Anne Elder – Chairman of Taunton Deane Borough Council's Standards Advisory Committee

### **1. Election of Chair**

**Resolved** that Councillor Jean Parbrook be elected Chair of the Somerset West and Taunton Shadow Council for the remainder of the Municipal Year.

### **2. Election of Vice-Chair**

**Resolved** that Councillor Catherine Herbert be elected Vice-Chair of the Somerset West and Taunton Shadow Council for the remainder of the Municipal Year.

### **3. Apologies for Absence**

Councillors J Adkins, M Adkins, T Beale, R Clifford, T Davies, K Durdan, M Floyd, J Gage, A Govier, C Herbert, J Horsley, S Lees, K Mills, P Murphy, R Parrish, F Smith, A Trollope-Bellew, K Turner and D Wedderkopp.

### **4. Public Participation**

No member of the public had requested to speak.

### **5. Member Code of Conduct**

The Monitoring Officer introduced a Member Code of Conduct which had been developed for the Members of the Shadow Authority. It was based on the Codes that had been adopted by Taunton Deane Borough and West Somerset Councils in 2012.

A copy of the new document had been circulated to all Councillors.

**Resolved** that the Member Code of Conduct for the Shadow Authority appended to the agenda, be adopted.

## 6. **Declarations of Interest**

Councillors M Chilcott, S Coles, H Davies, J Hunt and H Prior-Sankey declared personal interests as Members of Somerset County Council.

Councillors I Aldridge, R Bowrah, W Brown, N Cavill, W Coombes, H Davies, E Gaines, S Goss, J Hunt, G James, A Kingston-James, B Maitland-Walker, D Mansell, C Morgan, J Parbrook, P Pilkington, J Reed, V Stock-Williams, R Thomas, N Thwaites, N Townsend, T Venner, J Warmington, D Webber and D Westcott all declared personal interests as Members of Town or Parish Councils.

## 7. **Adoption of Interim Constitution**

Considered report previously circulated, concerning the proposed adoption of an interim Constitution for the Shadow Authority.

In accordance with the Somerset West and Taunton (Local Government Changes) Order 2018, the Shadow Council was required to produce Constitutional arrangements including how the executive arrangements would operate.

A copy of a draft interim Constitution which took into account the current Constitutions of both Taunton Deane Borough and West Somerset Councils had been prepared and had been circulated to all Councillors.

This Constitutional framework provided clarity in relation to how the Shadow Council would operate.

Noted that the Constitution was divided up into the following constituent parts:-

- Part 1 – which set out the Summary of how the Council would operate;
- Part 2 – set out the Articles of the Constitution;
- Part 3 – detailed the Responsibility for Functions for the various constituent parts
- Part 4 – set out the Rules of Procedure, as follows:-

- ❖ Procedure Rules for how the Shadow Council would meet and operate;
- ❖ Procedure Rules for Access to Information;
- ❖ Executive Procedure Rules;
- ❖ Scrutiny Procedure Rules; and
- ❖ Finance Framework and Procedure Rules.

The interim Constitution provided a framework for the Shadow Council which was currently limited to the tasks envisaged for the Shadow Council. These were essentially to:-

- (a) Manage the transition from the existing two separate Councils to a Combined Council for the whole area;
- (b) Formulate and set the Council Budget for the new Council from 1 April 2019; and
- (c) Agree the new Constitutional Arrangements for the new Council.

It was intended that the interim Constitution would be added to over the coming months. In particular, there would be the requirement to produce further frameworks as required:-

- By any subsequent Finance Orders produced by the Government;
- Any Contract Procedure Rules required to implement arrangements for letting any contracts in the lead-up to 1 April 2019; and
- To produce a set of Officer Employment Procedure Rules in order to make permanent appointments to officer roles.

Further reported that it had not been possible to properly consult on the interim Constitution due to the requirement for the first meeting of the Shadow Council having to be held within 14 days of the Order coming into existence.

However, it was intended that the full involvement of Members would be sought in the drafting of the Constitutional documents for the new Council, which would operate from 1 April 2019.

**Resolved** that the proposed interim Constitution for the Shadow Council be adopted.

(The Monitoring Officer and the Chief Finance/Section 151 Officer both declared prejudicial interests in the following item and left the room during its consideration.)

## 8. **Appointment of Interim Statutory Officers**

Considered report previously circulated, concerning the appointment of officers, on an interim basis, as Statutory Officers for the Shadow Authority.

In accordance with the Somerset West and Taunton (Local Government Changes) Order 2018, the Shadow Authority at its first meeting must designate, on an interim basis, individual officers to carry out a number of various statutory roles. These were:-

- The Interim Head of Paid Service;
- The Interim Monitoring Officer;
- The Interim Chief Finance Officer.

The appointed Interim officers would continue to carry out the roles required of them in relation to the various statutes until such time as the Shadow Authority made arrangements for permanent appointments to these posts to take effect from 1 April 2019.

Currently, both Taunton Deane and West Somerset Councils shared their Statutory Officers and it was proposed that the existing officers should also take on the roles of Interim Statutory Officers for the Shadow Authority on existing terms and conditions.

Further reported that it was open to the Interim Monitoring Officer and Interim Finance Officer to appoint a deputy to undertake tasks in their absence. Noted that if Bruce Lang was appointed as interim Monitoring Officer, it was intended to appoint the Democratic Services Manager, Richard Bryant, as his deputy.

**Resolved** that:-

- (1) Penny James be appointed as the Interim Head of the Paid Service in accordance with the Local Government and Housing Act 1989;
- (2) Bruce Lang be appointed as the Interim Monitoring Officer in accordance with the Local Government and Housing Act 1989; and
- (3) Paul Fitzgerald be appointed as the Interim Chief Finance Officer in accordance with the Local Government Finance Act 1988.

9. **Political Balance and Appointment to the Shadow Executive, Committees, Working Groups and Standards Arrangements**

Considered report previously circulated, which sought to provide clarity as to the political group arrangements and appointments to the Shadow Executive, Standing Committees and any Working Groups for the Shadow Council.

**Shadow Executive**

Reported the Somerset West and Taunton (Local Government Changes) Order 2018 (the Order) stipulated that at its first meeting it must create a Leader and Cabinet Executive within the meaning of the Local Government Act 2000.

The Order further stated that the Shadow Executive was to consist of the two current Leaders, plus three persons to be nominated from the existing

memberships of both West Somerset Council (WSC) and Taunton Deane Borough Council (TDBC).

In the light of this, the nominations for the Shadow Executive were:-

- Councillor A Trollope-Bellew (Leader of WSC) and Councillors M Dewdney, Councillor A Hadley and Councillor S Pugsley; and
- Councillor J Williams (Leader of TDBC) and Councillor R Habgood, Councillor A Sully and Councillor J Warmington.

During the discussion of this matter comments were received from Members concerning the apparent unfairness of both Councils having the same number of representatives on the Shadow Executive; regret that it was not gender balanced and was comprised purely of Conservative Councillors; and surprised that there was no representation from the Unparished Area of Taunton.

### **Political Groups**

Reported that the Shadow Council would operate under the same political proportionality rules as did the extant two Councils. All existing Group Leaders had therefore been contacted to give some thought to this issue and indicate what their intentions were so that seats could be properly allocated on shadow standing committees and working groups.

The following groups had been formally notified to the Interim Monitoring Officer:-

- (a) Somerset West and Taunton Conservative Group consisting of 53 Members with Councillor J Williams as Group Leader and Councillor A Trollope-Bellew as Deputy Group Leader;
- (b) Liberal Democrat Group consisting of 15 Members with Councillor S Coles as Group Leader;
- (c) Labour Group consisting of three Members with Councillor L Lisgo as Group Leader;
- (d) Independent Group consisting of six Members with Councillor E Gaines as Group Leader; and
- (e) Opposition Group consisting of six Members with Councillor P Pilkington as Group Leader.

Noted that one seat at WSC was currently vacant.

Based on the proposed membership of Committees, Councillors queried the number of seats allocated to the minor Groups. It was suggested that further discussion could take place to see whether the ruling group was prepared to cede any seats to make the membership of Committees as inclusive as possible.

## **Scrutiny Committee and Corporate Governance and Standards Committee**

Reported that it was proposed to form a Scrutiny Committee and a Corporate Governance and Standards Committee in relation to the Shadow Authority.

Both committees would have 16 Members and would be politically proportional - 10 Conservative seats, three Liberal Democrat seats, one Independent seat, one Labour seat and one seat from the Opposition Group.

In order to provide an element of independence, should the Corporate Governance and Standards Committee be called upon to consider any standards matters, it was proposed to co-opt the two independent Chairs of the TDBC and WSC Standards Advisory Committees for these specific items as non-voting members. Both individuals had been contacted and were prepared to offer this support.

## **Appointment of Independent Person and arrangements for dealing with complaints**

It was a requirement of the Localism Act 2011 that every Council appointed at least one Independent Person whose role was to advise the Council with regard to the process for dealing with complaints against Councillors who had allegedly breached the Code of Conduct.

It was therefore considered sensible to nominate Louise Somerville who was the current Independent Person for both TDBC and WSC to provide this function for the Shadow Council.

The Localism Act also required all Councils to have in place arrangements for dealing with Standards Complaints. Members were therefore requested to approve the proposals set out in the Appendix to the report detailing arrangements for dealing with standards allegations.

## **New Council Working Group**

Reported that one of the key functions of the Shadow Council would be to develop governance proposals for arrangements to be operated by the new Council. As such it was considered appropriate to establish a representational Working Group to support this developmental work.

It was proposed that the Shadow New Council Working Group should also consist of 16 Members and be politically proportionate on the same basis as above.

The meetings of Working Group would not be open to the press and public but Councillors who were not Members of the Working Group would be entitled to attend future meetings.

**Resolved** that:-



- (1) The current position in respect of the formation of Political Groups be noted;
- (2) The nominations for the Shadow Executive be endorsed;
- (3) The proposed establishment of a Shadow Scrutiny Committee, Shadow Corporate Governance and Standards Committee and New Council Working Group, each with a membership of 16 Councillors, be agreed;
- (4) Delegated authority be granted to the Interim Monitoring Officer to work with the five Group Leaders to populate the above Committees and Working Group;
- (5) The appointment of Louise Somerville to serve as the Independent Person for the Shadow Council in accordance with Section 28(7) of the Localism Act 2011 be approved from the date of the meeting for a term of up to 12 months; and
- (6) The arrangements for dealing with Standards Allegations under the localism Act 2011 raised in respect of any Member whilst acting as a Member of the Somerset West and Taunton Shadow Council as set out in the Appendix to the report be also approved.

10. **Appointment of Leader**

**Resolved** that Councillor J Williams be appointed Leader of the Shadow Council for the remainder of the Municipal Year.

11. **Appointment of Deputy Leader**

**Resolved** that Councillor A Trollope-Bellew be appointed Deputy Leader of the Shadow Council for the remainder of the Municipal Year.

12. **Member Allowances Scheme**

The Interim Monitoring Officer reported that it was not proposed for any additional allowances to be payable to Councillors in respect of their roles as Members of the Shadow Authority.

The current allowances payable by the extant authorities would continue to be paid during the Shadow Authority period in respect of current roles at TDBC and WSC respectively. Any approved travel or other costs incurred as a result of Shadow Authority activities would be reimbursed out of the existing Councils' budgets.

The only exception to this point of principle would be in circumstances whereby a Councillor was given a Special Responsibility Role with the Shadow Authority who was not already in receipt of a Special Responsibility Allowance (SRA) from their current Council. If this was to happen, consideration would be given to awarding a SRA to the Councillor concerned following consultation with the Joint Independent Remuneration Panel.

**Resolved** that the report be noted.

13. **Future Meeting Dates**

Reported that although a full meeting schedule would be circulated to Councillors shortly, the following meeting dates had been agreed:-

- Shadow Executive – 11 June 2018 at 6 p.m. in the Council Chamber at West Somerset House;
- Shadow Scrutiny Committee – 25 June 2018 at 6 p.m. in the Committee Room, Brittons Ash Community Centre, Bathpool, Taunton; and
- Shadow Full Council – 15 October 2018 at 6 p.m. at Oake Manor Golf Club.

(The meeting ended at 7.43 p.m.)

## **Somerset West and Taunton Shadow Council**

At a special meeting of Somerset West and Taunton Shadow Council held at Shire Hall, Shuttern, Taunton on 10 September 2018 at 6 p.m.

Present: Councillor J Parbrook (Chair)  
Councillor C Herbert (Vice-Chair)  
Councillors T Aldridge, J Blatchford, M Chilcott, R Clifford, S Coles, W Coombes, M Dewdney, S Dowding, D Durdan, H Farbahi, E Gaines, A Govier, A Gunner, R Habgood, A Hadley, T Hall, B Heywood, J Horsley, J Hunt, G James, I Jones, R Lillis, L Lisgo, I Morrell, P Murphy, S Nicholls, H Prior-Sankey, S Pugsley, J Reed, F Smith, F Smith-Roberts, V Stock-Williams, N Townsend, A Trollope-Bellew, C Tucker, K Turner, J Warmington, P Watson, D Webber, D Wedderkopp, D Westcott and J Williams

Officers: Bruce Lang (Monitoring Officer), Kim Batchelor (Corporate Transformation Programme Manager), Lesley Dolan (Business Services Manager, SHAPE Legal Partnership), Satish Mistry (Legal Advisor, SHAPE Legal Partnership), Andrew Stark (Interim Head of Financial Services), Andrew Randell (Senior Democratic Services Officer) and Richard Bryant (Democratic Services Manager)

Anne Elder – Chairman of Taunton Deane Borough Council's Standards Advisory Committee

### **1. Apologies for Absence**

Councillors J Adkins, M Adkins, I Aldridge, B Allen, T Beale, P Berry, C Booth, N Cavill, H Davies, T Davies, K Durdan, M Edwards, M Hill, R Lees, S Lees, B Maitland-Walker, D Mansell, S Martin-Scott, K Mills, R Parrish, P Pilkington, R Ryan, A Sully, R Thomas, T Venner, R Woods and G Wren.

### **2. Public Participation**

No member of the public had requested to speak.

### **3. Declarations of Interest**

Councillors M Chilcott, S Coles, A Govier, J Hunt and H Prior-Sankey declared personal interests as Members of Somerset County Council.

Councillors W Coombes, E Gaines, A Govier, J Hunt, G James, P Murphy, S Nicholls, J Parbrook, J Reed, V Stock-Williams, N Townsend, A Trollope-Bellew, J Warmington, P Watson and D Westcott all declared personal interests as Members of Town or Parish Councils.

### **4. Employment Procedure Rules**

Considered report previously circulated, which sought approval of a set of

Employment Procedure Rules in relation to Statutory Officers for the Shadow Council.

At its first meeting on 7 June 2018, the Shadow Council agreed an Interim Constitution which would provide a framework within which the Shadow Council would operate.

At the time, Members were advised that the document would be added to over the forthcoming months. One of the documents which was indicated as being required to be considered at a future Council meeting was a set of Officer Employment Procedure Rules to deal with the employment issues in relation to Senior Officers and, in particular, the making of any appointments to Statutory Officer roles before 1 April 2019.

Reported that at its first meeting the Shadow Council had appointed its three Statutory Officers on an interim basis until such time as the Shadow Council was able to make arrangements for permanent appointments to these posts.

There was an expectation that the permanent appointments were likely to be made in the lead-up to the new Council being set up on 1 April 2019. In view of the need to create some stability in the lead-up to the new Council being set up, Members were invited to consider proceeding to permanent appointments in relation to one or more of the roles.

If this was agreed, this would require the adoption of a set of Council Procedure Rules as required under the Local Councils (Standing Orders) Regulations 1993. In addition, should a matter arise in relation to discipline or grievance in relation to any of these Officers, then again, the Council would need to have available to it appropriate Procedure Rules which would deal with the situation.

Submitted for consideration a set of Employment Procedure Rules which sought to deal with any permanent appointments and any disciplinary or grievance procedures that might be required.

Noted that traditionally in Local Government, employment matters were reserved for Council as opposed to the Executive in accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000. Accordingly, provisions were normally made in the Constitution for:-

- (a) The Chief Executive to determine employment matters in relation to most staff; and
- (b) Chief Officer roles to be dealt with by a Committee of the Council.

However, in relation to the new draft Local Government (Boundary Changes) (General) Regulations 2018, significant changes had been made for the purposes of the Shadow Authority. These regulations, when they were introduced, would amend the 2000 regulations in a significant way so as to make it the responsibility of the Executive for appointing senior staff under Section 112 of the Local Government Act 1972 instead of the Council.

Further reported that since issuing the agenda for this meeting, the Department of Housing, Communities and Local Government had informed the Council that the draft Local Government (Boundary Changes) (General) Regulations 2018 would be delayed in their implementation date until late November. Clearly, this would potentially affect the timetable Members might wish to pursue in any appointment.

Should the draft Regulations not become law at the point of the final interviews, the Council would need to have available an Appointments Sub-Committee which would be politically balanced in order to undertake the task. This would ensure that any appointment was lawful.

Although the Government still expected the Interim Executive to take a lead in relation to the process, the Council needed to ensure that the appointment was made through the relevant decision-making process available to it at the appropriate time.

The original legislation setting up the new Shadow Authority was contained in the West Somerset and Taunton (Local Government Changes) Order 2018. This made provision in Regulation 9 for the appointment of Interim Statutory Officers and at Regulation 9(2), the Shadow Authority might, at any time before 1 April 2019, appoint a person to become, on and after that date, one of the permanent Statutory Officers, which included the Head of Paid Service.

Should the Council need to convene an Appointments Sub-Committee, the Monitoring Officer would convene such a sub-committee comprising seven Members, in consultation with the Group Leaders.

Noted that the final ratification of the appointment would still be undertaken by a meeting of the full Shadow Authority.

**Resolved that:-**

- (1) Subject to the coming into force of the Local Government (Boundary Changes) (General) Regulations 2018:-
  - (a) The Employment Procedure Rules (set out in the Appendix to the report) be agreed; and
  - (b) The Terms of Reference for the Shadow Executive be amended to include responsibility for dealing with the recruitment of Statutory and Non-Statutory Chief Officers and dealing with any personnel issues in relation to them; and
- (2) Should the Local Government (Boundary Changes) (General) Regulations 2018 not be enacted at the point of the final interviews, an Appointments Sub-Committee for the purpose of appointing the Chief Executive post be convened by the Monitoring Officer, which would comprise seven Members, politically balanced to undertake the final interviews.

## 5. **Recruitment of a Chief Executive for Somerset West and Taunton Council**

Considered report previously circulated, concerning the proposed recruitment to the Chief Executive post for the new Council.

Since agreeing to work together in December 2012, both Taunton Deane and West Somerset Councils had been bold in their ambition and the pace of change which would culminate in the creation of a new Council from 1 April, 2019 together with a new organisational structure and way of working through a transformation programme.

This was the foundation for the Somerset West and Taunton Council that could deliver the aspirations for its electorate and customers in the 21st Century. The appointment of a Chief Executive that believed in and could deliver on these aspirations was fundamental to the success of the new Council and the supporting organisation.

During July 2018, the Local Government Association (LGA) had supported the Shadow Executive in their thinking on the Chief Executive recruitment.

The conclusions from these discussions were that:-

- For the purposes of transparency and fairness it was important that an external recruitment exercise was undertaken for the Chief Executive post. This did not exclude the current Chief Executive from applying.
- Going out to external recruitment would ensure that the new Council had the best possible person to take them through these times of significant change.
- In the interests of ensuring there was stability and continuity as the new Council was stood up on the 1 April 2019, the recruitment process should be progressed as soon as possible.
- By progressing the recruitment as soon as possible, the new Chief Executive would be in a position to consider the Leadership Team requirements at the earliest opportunity.

Reported that the process for recruitment of the Chief Executive would follow the Employer Procedure Rules that had already been approved by Members. The timetable for the recruitment and appointment process reflected these rules.

In accordance with the Employment Procedure rules the Shadow Executive would operate as the "Appointments and Disciplinary Committee" and in so doing, would conduct the assessment and interviews and oversee the recruitment process. The intention was to ensure appropriate cross group involvement in this process, recognising that the responsibility would lay with the Members of the Shadow Executive, who would submit their decision for

ratification by the Shadow Council.

The indicative timeline for the recruitment process was as follows:-

- Late September to mid-October 2018 - Advertise Chief Executive post;
- Mid October 2018 - Shortlisting of applicants;
- End October 2018 - Interviewing and Assessment of shortlisted candidates;
- Early November 2018 - Appointment Decision.

A further session with the LGA had taken place towards the end of August, to which all members of the Shadow Executive and Shadow Group Leaders were invited. This session was held to discuss and define the requirements for the role of a Chief Executive for the new Council and had shaped and informed the Job Description and Person Specification that had been circulated to all Councillors.

The LGA had also undertaken some research on behalf of the Shadow Executive, to provide salary data for comparative roles in the South West together with national data for shared Councils. Informed by this information, the salary range offered would be between £115,000 and £125,000.

Further reported that the HR Recruitment Policy underpinning the recruitment to the new organisational structure which had been applied by the two existing authorities had been on the principle of no assimilation and the Chief Executive post would be treated in the same way.

To date the first phase of any appointment process for a post had been ring fenced internally. However given the importance of the Chief Executive role and to ensure transparency and fairness it was proposed that the Chief Executive role should go straight out to external recruitment. This was fully supported by the current postholder.

During the discussion of this item, a question was raised as to why there was no indication of Key Performance Indicators (KPI's) being introduced by which the performance of the Chief Executive of the new Council could be measured.

It was likely that some form of KPI's would be set by the Executive once the transformation of the Council had taken place.

**Resolved** that:-

- (1) The role of Chief Executive for the new Council be progressed with immediate effect via an external recruitment exercise; and
- (2) The Job Description and Person Specification (appended as Appendices to the report) be noted for use in the Chief Executive recruitment process

## 6. **Future Meeting Dates**

Reported that the following future meeting dates had been agreed for the Shadow Council:-

- Monday, 15 October 2018 at 6 p.m. in the Council Chamber, Shire Hall, Shuttern, Taunton;
- Monday, 17 December 2018 at 7 p.m. in the Council Chamber, Shire Hall, Shuttern, Taunton;
- Thursday, 21 February 2019 at 6.30 p.m. in the Council Chamber, Shire Hall, Shuttern, Taunton;
- Monday, 15 April 2019 at 6 p.m. in the Council Chamber (the John Meikle Room), The Deane House, Belvedere Road, Taunton.

(The meeting ended at 6.48 p.m.)





# Somerset West and Taunton Shadow Council

## Shadow Council Meeting – 15 October 2018

### Establishment of ICT Working Group

Report Author: Bruce Lang, Interim Monitoring Officer

#### 1 Purpose of the Report

To formally agree to the arrangements for the establishment of an ICT Working Group for the Shadow Council.

#### 2 Recommendations

- 2.1 To agree to the establishment of an ICT Working Group under the Shadow Council Governance arrangements with the terms of reference as set out in Appendix A to this report.
- 2.2 To endorse the nominations for the ICT Working Group as set out in the report/ advised at the meeting by the Leaders of the Political Groups.

#### 3 Risk Assessment

##### Risk Matrix

Description	Likelihood	Impact	Overall
The lack of a formal ICT Working Group will hinder progress in this area.	3	5	15
<i>A formal ICT Working Group is established with appropriate terms of reference.</i>	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**

##### **New Council Working Group**

4.1 The Shadow Council may establish such Working Groups as it considers appropriate to support its functions. At the first meeting of the Shadow Council held on 7<sup>th</sup> June, 2018, it was agreed to establish a representational New Council Working Group to support developmental work to formulate governance proposals for arrangements to be operated by the new Council. This Group replaced the previous New Council Working Group that operated under the auspices of the Joint Partnership Advisory Group (JPAG). It was also agreed that the Shadow New Council Working Group should consist of 16 members and be politically proportionate with any councillor being welcome to attend Working Group meetings (which are not open to the press and public).

4.2 Under the JPAG arrangements, there was also an ICT Member Working Group (IMWG) of 11 councillors who provided an oversight, challenge and guidance in the implementation of the ICT changes required to support the delivery of the agreed Transformation Programme Objectives. In addition, the IMWG are advocates and champions of good ICT practice and help to identify, develop and trial ICT/technology improvements and new ways of working for Elected Members.

4.3 Given the significant changes that are ongoing with ICT, it is essential that this work continues and it is therefore proposed that the Shadow Council formally establishes an ICT Working Group consisting of 16 members and being politically proportionate with any member being welcome to attend Working Group meetings (which are not open to the press and public). The proposed terms of referenced of the Group are set out in Appendix A t o this report.

4.4 The current 11 members of the 'old' ICT Working Group are Cllrs I Aldridge, W Brown, R Clifford, M Dewdney, R Habgood, G James, L Lisgo, P Pilkington, A Sully, N Thwaites, and R Woods. Group Leaders have been asked to confirm that they are content with the existing members to serve on the new Working Group and, where appropriate ( 2 Conservatives and 3 Liberal Democrats ) to make nominations to fill the 5 vacant seats. The Independent and Opposition Groups have been requested to share 2 seats between them.

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

5.1 The effective engagement of elected members in the development and delivery of fir for purpose ICT systems to support the transformation programme is essential to ensure that the corporate aims of the new council are delivered.

## **6 Finance / Resource Implications**

6.1 None in respect of this report.

## **7 Legal Implications**

7.1 None in respect of this report.

## **8 Environmental Impact Implications**

8.1 None in respect of this report.

**9** Safeguarding and/or Community Safety Implications.

The three aims the authority must have due regard for are:

- Eliminate discrimination, harassment, victimisation;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

9.2 None in respect of this report.

## **9 Social Value Implications**

9.1 None in respect of this report.

## **9.2 Partnership Implications**

9.3 None in respect of this report.

## 10 Health and Wellbeing Implications

The Council has given due regard to:-

- People, families and communities taking responsibility for their own health and wellbeing;
- Families and communities are thriving and resilient; and
- Somerset people are able to live independently.)

10.1 None in respect of this report.

## 11 Asset Management Implications

11.1 None in respect of this report.

## 12 Consultation Implications

*The existing ICT Working Group has been consulted in the formulation of the proposals set out in this report at its meeting held on 4<sup>th</sup> October, 2018.*

### Democratic Path:

- Full Council – Yes

Reporting Frequency :  Once only  Ad-hoc  Quarterly  
 Twice-yearly  Annually

### Contact Officers

Name	Bruce Lang	Name	
Direct Dial	01823 217556	Direct Dial	
Email	bdlang@westsomerset.gov.uk	Email	

Name		Name	
Direct Dial		Direct Dial	
Email		Email	

## APPENDIX A

### SHADOW COUNCIL ICT WORKING GROUP – PROPOSED TERMS OF REFERENCE

1. To provide oversight, challenge and guidance in the implementation of the ICT changes required to support the delivery of the agreed Transformation Programme Objectives
2. To be advocates and champions of good ICT practice
3. To assist to identify, develop and trial ICT/technology improvements and new ways of working for Elected Members
4. To provide insight, challenge and guidance where appropriate on the development of end to end processes to deliver council services under the new ways of working



## **Somerset West and Taunton Shadow Council**

### **Shadow Council Meeting – 15 October 2018**

## **Implementation Plan for the Creation of a New Council for Somerset West and Taunton**

**This matter is the responsibility of the Leader of the Shadow Council  
Report Author: Paul Harding – New Council Workstream Lead**

### **1 Executive Summary**

- 1.1 The Somerset West and Taunton Shadow Authority is required to have in place an Implementation Plan to outline how the functions and responsibilities of Taunton Deane and West Somerset will transfer to the Somerset West and Taunton Council on 1 April 2019.
- 1.2 This report asks Members to agree to the adoption of the Implementation Plan provided at Appendix A.

### **2 Recommendations**

- 2.1 It is recommended that Shadow Authority for Somerset West and Taunton Council agrees the adoption of the Implementation Plan attached at Appendix A
- 2.2 The duty to keep the Implementation Plan under review, and revise as necessary is to be delegated to, and discharged by, the Shadow Executive in accordance with regulation 18 The Somerset West and Taunton (Local Government Changes) Order 2018.

### **Risk Assessment**

#### **Risk Matrix**

Description	Likelihood	Impact	Overall
Somerset West and Taunton Council is not legal, safe or functioning from 1 April.	3	5	15

<i>The mitigations for this is the Implementation Plan described within this report</i>	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%

## 1 Background

- 1.1 In May 2018 the orders to create a new, single district-level council for Somerset West and Taunton were signed into law by the Secretary of State for Housing, Communities and Local Government confirming that the new Council would be created on 1 April 2019 and elections to the new Council would take place on 2 May 2019.
- 1.2 The order that creates the new Somerset West and Taunton Council provided for the establishment of a Shadow Authority and Shadow Executive to operate before Somerset West and Taunton Council takes on full responsibility on 1 April 2019.
- 1.3 Regulation 11 of The Somerset West and Taunton (Local Government Changes) Order 2018 provides that the Shadow Authority must prepare, keep under review, and revise as necessary an Implementation Plan. The Implementation Plan must include such plans, timetables and budgets as the Authority considers necessary to facilitate

the economic, effective, efficient and timely discharge, on or after 1 April 2019, of the functions that, before that date, are the District Councils' functions.

- 1.4 The Shadow Authority must approve the Implementation Plan and delegate the functions conferred on it by Regulation 11 of the Changes Order to the Shadow Executive. Therefore, the Shadow Executive is responsible for keeping the Implementation Plan under review, and revising it, as necessary.
- 1.5 We are waiting on three consequential orders from the Ministry of Housing, Communities and Local Government (MHCLG) which will influence the activities that we need to undertake in readiness for 1 April 2019. These are The Local Government (Boundary Changes) (General) Regulations 2018, as well as a finance and separate place-specific order.
- 1.6 Officers are working closely with MHCLG and our counterparts at other merging authorities in helping shape these regulations.
- 1.7 As further clarity around these regulations emerges from MHCLG, new tasks may be added to the Implementation Plan and/or existing tasks may become unnecessary. Consequently the plan will flex rather than be rigid.
- 1.8 **The current working assumption, based upon the draft, is that the Local Government (Boundary Changes) (General) Regulations 2018 will provide for the transfer of assets, liabilities, strategies, plans, decisions and orders from the extant councils to Somerset West and Taunton Council. Consequently, the Implementation Plan includes limited activity in these areas.**

## 2 The Implementation Plan

- 2.1 The focus of the Implementation Plan is to ensure the new council is legal, safe and functioning from 1 April 2019.
- 2.2 The Plan seeks to identify all of the actions necessary to meet these objectives.
- 2.3 Due to the legislative path that is being followed to create the new council, there is no precedent regarding the individual elements that an Implementation Plan should include nor what form the Plan should take.
- 2.4 Officers have shared our initial draft with MHCLG officials and have also looked at the approach being adopted by other councils currently in the process of creating new councils who are following the same legislative path as ourselves, in order to help shape the content of our Plan.
- 2.5 At a high level, the Plan focuses on ensuring Somerset West and Taunton Council...
  - has the staff and contracts in place to deliver services to our community;
  - can make lawful decisions (constitution, strategies, plans and policies);
  - holds the necessary insurances, licences and permits to operate;
  - has the necessary governance arrangements in place (statutory officers, auditors, committees);



- can order necessary goods and services;
- can pay its suppliers, members and staff;
- can set, bill and collect income.

2.6 The Implementation Plan is at **Appendix A**. It contains the high-level actions and activities on which the CIT are focused. Supporting these actions are many sub-activities which are tracked within a more detailed project plan.

### 3. **Significant deliverables of the Plan**

- 3.1 Policies – although, as mentioned in para 1.8 of this report, strategies, plans and orders of the extant councils are likely to transfer to Somerset West and Taunton Council and remain valid, there is unlikely to be similar legislative provision in relation to policies. The suite of policies that are already joint will therefore be rebranded and then put forward for adoption.
- 3.2 There are however some policies require renewal ahead of the implementation of the new Council because of the existing councils' statutory duty. These include the Gambling Act Statement of Principles and Statement of Licensing Policy, both of which are due for renewal before 1 April. As such, the policies will require adoption by West Somerset Council, Taunton Deane Borough Council, and Somerset West and Taunton Shadow Council.
- 3.3 There are also policies that are currently separate and different between the two councils. Generally, these will require harmonisation before 1 April 2019. The harmonisation will be shaped with the input of the New Council Member Working Group and their Policy & Service Alignment sub-group who provide oversight, challenge and guidance in considering options and developing proposals for the Working Group to endorse.
- 3.4 For policies that are different but are place specific (e.g. planning policy) there is no requirement to review the differences as part of the Implementation Plan.
- 3.5 Budget and Council Tax - The new Somerset West and Taunton Council will need to have an established budget and financial plans to operate from 1 April 2019. The decision on the budget, rent and council tax levels for the 2019/20 financial year will be made by the Somerset West and Taunton Shadow Council in February 2019. A decision will need to be made regarding the approach to Council Tax equalisation, although it is helpful that the Band D council tax levels across the two councils are relatively close.
- 3.6 Constitution - A constitution for the new Somerset West and Taunton Council will need to be prepared to come into effect in April 2019. The New Council Member Working Group, which is cross-party and cross-authority, and their Constitution and Governance sub-group will consider options and develop proposals. The sub-group will deliver its proposals to the New Council Member Working Group before formal consideration and adoption via the Shadow Corporate Governance and Standards Committee and Shadow Full Council.
- 3.7 Electoral Review and Elections –The councils submitted options for the future Somerset West and Taunton wards to the Local Government Boundary Commission

for England (LGBCE). The LGBCE published a draft proposal for public consultation and are now considering the evidence received, prior to producing final recommendations which are expected later this month. A draft order will then be laid in both Houses of Parliament and the new ward arrangements will come into effect at the first election to the new Council on 2 May 2019.

- 3.8 The new warding arrangements will need to be reflected in our election systems as part of our preparations for the May elections.
- 3.9 Branding - The name given to the new council is Somerset West and Taunton Council. Since West Somerset and Taunton Deane Councils will be dissolved on 1 April 2019, from that date, anything making official reference to the council must refer to Somerset West and Taunton Council and not the predecessor councils. This will apply, in particular, to anything contractual such as licences, registrations, invoices, demand notices, orders and contracts as well as outgoing documents. It will also apply to the Council website, on which the Transformation business case is predicated upon a significant uptake in online transactions by our customers taking place.
- 3.10 There are a number of other areas however where we have a choice when we transition away from the current names / logo to the new name /logo. In general these relate to signage, badges and uniforms. The Implementation Plan assumes these will change incrementally during the 2019/20 year.
- 3.11 Registrations, Approvals and Licences – In order to operate lawfully Somerset West and Taunton Council will be required to hold a number of licences and registrations. The Implementation Plan identifies 33 such licences and registrations that need to be held by Somerset West and Taunton Council from 1 April 2019. Currently these are held in the names of either West Somerset District Council and /or Taunton Deane Borough Council. Examples include waste transfer station licence, fleet DVLA registrations, licence to pollute (crematorium), data protection, lotteries licence, hazardous waste producer's registration, waste carrier registration.
- 3.12 It is anticipated that many of the existing registrations and licences can simply be transferred into the name of the new council on 1 April 2019 without additional charge. In fact there are likely to be opportunities for the new council to generate a saving where only a single licence or registration is required where currently there are two.
- 3.13 Recruitment and Transfer of Staff – recruitment of a Chief Executive, leadership team and officer structure are all essential prior to 1 April 2019 as will be the appointment of Statutory Officers.
- 3.14 All employees will TUPE into the Somerset West and Taunton Council on 1 April 2019. TUPE stands for 'Transfer of Undertakings (Protection of Employment) Regulations 2006', which protect the entitlement of employees to the same pay, terms and conditions, with continuity of employment, as they had before the transfer.
- 3.15 The existing level of staff integration between the councils, for example nearly all staff already operating on single terms, conditions and pay, means the TUPE requirements should be relatively straightforward. However, there is a statutory process that must be followed in order that that transfer is lawful.

- 3.16 IT Systems & Processes - The IT infrastructure and systems that the councils operate are in many instances already broadly aligned. Other systems will require changes in order to reflect a single new Council from April. Officers have been tasked with working with their software suppliers to understand the work required, mainly database mergers, and to schedule implementation and testing of the changes.
- 3.17 The modifications to systems include changes required to system templates as a result of new branding, changes to wards and boundaries and changes to resolve anomalies between Council policies. In addition changes are required to replace the existing council websites and introduce a suite of much improved online forms and processes which will support increased customer self-service.
- 3.18 Communication, engagement and notification – It is essential that our stakeholders are aware of the change to the new council at the appropriate time in advance of 1 April. The communication plan that is in place, which is reflected in the Implementation Plan, is designed to ensure that our stakeholders know what this change may mean to them. In the vast majority of cases it will simply be to reassure them that it will be 'business as usual' on 1 April and they need take no action.

#### 4. **Monitoring and reviewing the Plan**

- 4.1 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 since summer 2016, and as such high levels of programme governance already exist.
- 4.2 The Implementation Plan is owned by the Shadow Council, however responsibility for monitoring and reviewing the Plan rests with the Shadow Executive who in turn are supported by a Central Implementation Team.
- 4.3 The officers on the core Central Implementation Team are led by the Chief Executive and also include the following Officers:
- Monitoring Officer
  - Section 151 Officer

Additional membership of the Central Implementation Team will be decided by the Chief Executive but currently include:

- New Council Workstream Lead
  - Business Readiness Project Lead
  - Finance Project Lead
  - Legal specialist
- 4.4 The governance arrangements that are in place are shown at Appendix B.

#### 5. **Finance / Resource Implications**

- 5.1 The implementation of the new Somerset West and Taunton Council has an agreed budget which both councils committed to as part of the approved transformation business case in the summer of 2016. The new single council is estimated to

generate approximate ongoing savings of £0.5 million per annum; with payback being delivered in 2020/21.

- 5.2 The actions within the Implementation Plan will predominantly be delivered by a combination of project resource within the Transformation Team and One Team officers in operational service areas.

## **6 Legal Implications**

- 6.1 The legal implications are contained within the body of this report. In particular, the Shadow Authority is required to have an Implementation Plan in place by virtue of Regulation 11 of The Somerset West and Taunton (Local Government Changes) Order 2018.
- 6.2 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.
- 6.3 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.

## **7 Environmental Impact Implications**

- 7.1 No specific impact.

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

- 8.1 No specific impact.

## **9 Equality and Diversity Implications**

- 9.1 As we progress towards 1 April 2019, and take forward individual actions arising out of the implementation plan, we will need to assess the impacts that any potential service changes have. Where appropriate, the impacts will be subject to formal assessment (such as equality impact assessment, or data protection impact assessment) and appropriate mitigations will be developed.

## **10 Social Value Implications**

- 10.1 No specific impact.

## **11 Partnership Implications**

- 11.1 The implementation plan contains items relating to partnerships.

## **12 Health and Wellbeing Implications**

12.1 No specific impact.

### 13 **Asset Management Implications**

13.1 The implementation plan contains items relating to assets.

### 14 **Consultation Implications**

14.1 The Shadow Scrutiny committee and Shadow Executive have reviewed the Implementation Plan.

### 15 **Scrutiny Comments / Recommendation(s)**

15.1 There was a single question raised regarding the Implementation Plan at the meeting held on 18 September 2018. That concerned the Local Plans that currently exists separately for Taunton Deane and for West Somerset and why the Implementation Plan did not contain an action to create a combined Local Plan for 1 April 2019.

15.2 It was explained that plans which refer to a particular geographic location would continue to be valid after 1 April since the geographic area (of Taunton Deane and West Somerset or any part thereof) remain even though the Councils which created these plans will be dissolved.

15.3 It was further explained that the Local Government (Boundary Changes) (General) Regulations 2018, which are currently being drafted, will contain provision that deals with the continuity of existing plans.

15.4 It will provide that Plans, prepared by the current councils, will be treated as if prepared and published by the successor council and will apply for the whole or such part of its area as corresponds to the area to which the particular plan relates until the date on which the successor council publishes a plan which extends to the whole of its area; and is prepared in substitution for the plan prepared by the new council.

#### **Democratic Path:**

**Full Council – Yes**

#### **List of Appendices**

Appendix A	Somerset West and Taunton Council Implementation Plan
Appendix B	Implementation Plan - Governance arrangements

#### **Contact Officers**

Name	Paul Harding – New Council Workstream Lead
Direct Dial	01823 218751
Email	p.harding@tauntondeane.gov.uk

Name	Colin Fletcher – Business Readiness Project Manager
------	---

Direct Dial	01823 785604
Email	<a href="mailto:c.fletcher@tauntondeane.gov.uk">c.fletcher@tauntondeane.gov.uk</a>

## APPENDIX B

### Governance - Somerset West and Taunton Council Implementation Plan

	Meeting Frequency	Reports to	Purpose	Frequency
<b>Leader of the Shadow Council</b>	N/a	<b>Shadow Council</b>	Gateway Review – readiness assessment	Jan 2019
<b>Leader of the Shadow Council</b>	N/a	<b>Shadow Council</b>	Review and adoption of the Implementation Plan	October 2018
<b>Central implementation Team.</b>	N/a	<b>Shadow Executive</b> (written progress updates)	To enable the Shadow Executive to review and monitor progress against the Plan	Bi-Monthly from Nov 2018
<b>Transformation Programme Manager &amp; Programme Sponsor /CIT lead</b>	N/a	<b>Shadow Scrutiny</b>	To enable Shadow Scrutiny to review and monitor progress against the Plan	Bi-Monthly from Sept 2018
<b>Transformation Planning, Delivery and Transition Group</b> <i>(Transformation Workstream Leads and Programme Manager)</i>	Weekly	<b>Transformation Programme Board</b> <i>(Includes Programme Sponsor/ CIT lead)</i>	To highlight progress against the Plan as well as highlight any issues and risks arising.	Fortnightly
<b>Central Implementation Team (CIT) Meeting</b>  Invitees are: <ul style="list-style-type: none"> <li>• Sect 151 Officer</li> <li>• Monitoring Officer</li> <li>• New Council Workstream Lead</li> <li>• Business Readiness Project Lead</li> <li>• Finance Project Lead</li> <li>• Specialist Legal</li> </ul>	Weekly	<b>Transformation Planning, Delivery and Transition Group</b> <i>(Transformation Workstream Leads and Programme Manager)</i>	To discuss progress against the Plan and identify any matters that require escalation to the Transformation Programme Board.	Weekly

Status	Est Delivery (End of month)	Task Name
		<b>Consequential orders laid</b>
Not Started	Dec	New Council 'Finance' order laid
Not Started	Dec	New council 'Place Specific' order laid
In Progress	Nov	'General' New Council Transition Order Laid
		<b>Recruitment Processes</b>
In Progress	Oct	Phase 1: Recruitment & Appointments
In Progress	Mar	Phase 2 Recruitment - Recruitment & Appointments
In Progress	Nov	Appointment of Chief Executive
In Progress	Oct	TUPE plan for New Council
		<b>New Constitution Developed and Agreed</b>
Completed	Sept	Report to Shadow Governance Cttee Setting out the Requirements and Timetable
In Progress	Dec	Summary & Explanation, Articles and Responsibility for functions approved by Shadow Council
In Progress	Feb	executive procedure rules - approved by Shadow Council
In Progress	Apr	Overview and scrutiny rules, Employment procedure rules, protocol for relationships, member code of conduct, planning code of conduct, member allowances - approved by Shadow Council 15 April 19
		<b>May Elections</b>
Completed	Aug	Boundary Commission consultation complete
In Progress	Oct	Boundary Commission review outcome published
Not Started	May	Prepare for and hold elections to New council
		<b>HR &amp; Payroll</b>
Not Started	Feb	New set up for Midland Payroll
Not Started	Feb	Allow Midland HR to make payments on New Councils behalf
Not Started	Feb	Redesign Payslips



Not Started	Jan	Inform Pensions Regulator of New Council
Not Started	Jan	Inform Insight of the change to New Council
Not Started	Jan	Midland HR Payroll - third party payments
Not Started	Jan	Inform Court Services
Not Started	Jan	Inform Salary Exchange of new employer status (childcare)
Not Started	Jan	Inform Salary Exchange of new employer status (bike)
Not Started	Feb	Inform staff of car loans transfer to the New Council
Not Started	Mar	Inform TUPE'd staff of new council
Not Started	Jan	Inform Government regarding Gender Pay Gap
Not Started	Feb	Notify Agency Staff of change of employer
		<b>Processes Live</b>
In Progress	Feb	All agreed Firmstep processes ready for training & Day 1 launch
		<b>Technology</b>
In Progress	Mar	New website live with top 100 pages + statutory content
Not Started	Mar	MyAccounts - Rents - Built and ready to deploy
Not Started	Apr	Develop and Go Live with My Services
Not Started	Apr	Develop and Go Live with Self Portal
Not Started	Apr	Firmstep for Business Customers developed and go live
In Progress	Apr	Service Portal - Live with dashboards
In Progress	Feb	Payment Hub - Live and processing new year payments
In Progress	Jan	Go Live with one Finance System
In Progress	Feb	Single LLPG/addressing gazetteer
In Progress	Feb	Payment System - Built and ready to deploy

In Progress	Apr	Intranet - Dash Live with Dashboards and Workflow in Forms
		<b>Logo &amp; Signage</b>
In Progress	Oct	New council Logo agreed
In Progress	Mar	New signage at Deane House and WSH
Not Started	May	All other (non DH or WSH) signage
		<b>Key Contracts</b>
Not Started	Feb	Public Sector Audit Appointments (PSAA) Contract
In Progress	Nov	Insurance Contract
In Progress	Jan	Bank Account
In Progress	Feb	Revise the partnership/contract arrangements with SWAP
		<b>Registrations, Approvals &amp; Licences</b>
In Progress	Feb	Amend Land Registry entries for all council land and property assets
In Progress	Sept	Clarify registration position with ICO for Shadow Authority
Not Started	Feb	Ensure the Crematorium has a suitable 'License to Pollute'
In Progress	Jan	Arrange Membership Registration of Lotteries Council
Completed	Aug	Clarify position regarding Microsoft Licences
In Progress	Dec	Transfer fleet vehicle and Tax registrations to name of new council
In Progress	Dec	Apply for a Waste Transfer Station licence
In Progress	Dec	Apply for a Transport Operators Licence
In Progress	Dec	Fleet insurance and MID database changes
In Progress	Dec	Hazardous waste producers registration
In Progress	Jan	Coastal protection Authority / Trinity House registration
In Progress	Jan	Marine Licence

Not Started	Feb	To register the new Council and Electoral services as a Data Controller under the Data Protection Act
Not Started	Feb	To register new council members under the Data Protection Act
Not Started	Feb	Revise Data Sharing Agreements
In Progress	Mar	Software Licence transfers
Not Started	Feb	TSA Accreditation updated to reflect name change
In Progress	Dec	Amend Gas servicing registration to reflect New Council
In Progress	Dec	NICEIC – Electrical Registration for New Council
Not Started	Feb	Change Public Sector Mapping Agreement (PMSA) Licence to reflect new council
Not Started	Jan	Update Copyright Licencing Authority (CLA) registration for new council
In Progress	Dec	Apply for Waste Carrier Registration
In Progress	Jan	Licensing agreements with housing providers reflect New Council
Completed	Jan	FSA re-issue of unique approval numbers for food business in WSC & TDBC
Not Started	Dec	To register the New Council with the Matrix employment agency
Not Started	Dec	register New Council with HM Courts & Tribunal Service
Not Started	Feb	Register new council with the Local Government Pension Scheme
Not Started	Feb	Register new council as employer with HMRC
Completed	Dec	Register New Council with HCA
Not Started	Jan	Re-register with the Digital Apprentice Service
In Progress	Dec	Update TV licences in sheltered housing & extra care properties
Not Started	Mar	Court Officer Authorisation - Magistrates Court
Not Started	Mar	Court Officer authorisation - County Court
		<b>Communications and Notifications</b>
Not Started	Mar	Comms and engagement with partners

Not Started	Mar	Comms and engagement with suppliers
Not Started	Nov	Comms and engagement with precepting authorities
Not Started	Mar	Comms and engagement with HB and CTS recipients
Not Started	Mar	Comms and engagement with Car park season ticket holders
Not Started	Mar	Comms and engagement with licence holders
Not Started	Mar	Notify Deane Helpline Private and Corporate clients
Not Started	Mar	Engage with and inform tenants of the new NC landlord
Not Started	Jan	Housing Benefit (HB) fraud referral Service Level Agreement (SLA) between DWP and Local Authorities (LAs)
Not Started	Jan	Notify the Magistrate Court Service of the New Council
Not Started	Dec	Notify the Council Enforcement Agents & Debt Collection Services of the change to the New Council
Not Started	Mar	Update all staff email footers to reflect new council identity
Not Started	Jan	Notify the LGO & HO of the new Council
Not Started	Dec	Planning Portal update to reflect single council
Not Started	Dec	Notify VOA to update their website
Not Started	Jan	DWP - changes to new authority for data access/licences/account codes
Not Started	Jan	National Fraud Initiative - sharing of data - notifying and agreeing new council
In Progress	Dec	Ensure HSE are aware of new council in relation to Asbestos and CDM notifications
Completed	Dec	Notify Food Safety Authority - single statutory LAEMS returns
Not Started	Dec	Provide logo for SWELT website & applications and contact details
Completed	Dec	Notify Health & Safety - single statutory LAE1 returns
Not Started	Dec	Air Quality - single AQR to DEFRA
Not Started	Dec	Update Homefinder Somerset website
Not Started	Jan	SLA's with Social Landlords

Not Started	Mar	Standard letter templates to be aligned in Academy Housing
In Progress	Feb	Outgoing mail contract and consumables
Not Started	Apr	Create & distribute new ID badges
In Progress	Nov	Agree new postal address(es) & telephone number for New Council
Not Started	Feb	Create single Twitter & Facebook accounts
		<b>Policies &amp; Plans</b>
In Progress	Dec	Statement of policy for provision of assistance
In Progress	Nov	Refresh Data Protect policy
In Progress	Nov	Corporate Debt Management Policy
Not Started	Nov	Anti bribery and corruption policy
In Progress	Nov	Local Council Tax Support Scheme (LCTSS)
In Progress	Jan	Licensing Act 2003 Statement of Licensing policy
In Progress	Nov	Statement of principles under sect 349 Gambling Act 2005
Not Started	Jan	Discretionary Housing Payments Policy & Council Tax liability
In Progress	Jan	Create a new Homelessness Strategy
Not Started	Mar	Business Continuity Plans
In Progress	Jan	Update HR Policies for the New Council
Not Started	Jan	Refresh RIPA policy
Not Started	Feb	Create a single Audit Plan
Not Started	Nov	Create Privacy Notice for New Council
Not Started	Nov	Understand Requirements of Planning Policy
Not Started	Feb	Community Infrastructure Levy (CIL) Policy
In Progress	Feb	Asset Mgt Strategy (AMS) and Asset Mgt Plan (AMP)

In Progress	Jan	Create single discretionary rate relief policy
Not Started	Jan	Counter Fraud Strategy and Prosecution Policy
In Progress	Jan	Update Health & Safety Policy to reflect new council identity
Not Started	Jan	Housing Allocations Policy
Not Started	Jan	Anti- Social Behaviour Strategy and Policy
In Progress	Jan	Assessment / Payment of VCS Grants
In Progress	Nov	ICT Usage Policy
Not Started	Mar	Provide new Recovery Timetable for New Council
Completed	Nov	Create a Children & Vulnerable Persons Protection Policy
Completed	Nov	Create a Fair and Open Gambling Policy
Completed	Nov	Create a Social Responsibility in Gambling Policy
Completed	Nov	Create a Implementation of Procedures Policy for the Lottery
Not Started	Mar	Budget Holders & Responsibilities
		<b>Land and Property Assets</b>
Not Started	Feb	Compile Asset Register
In Progress	Feb	Compile Contract Register
		<b>Finance</b>
In Progress	Mar	2019/20 annual Council Tax and NDR billing
Not Started	June	Financial Close Down (WSC & TDBC) Complete
In Progress	Feb	HMRC
In Progress	Feb	Housing benefit subsidy return
Not Started	Dec	Treasury Mgt Strategy (TMS) and Treasury Mgt Policy (TMP)
Not Started	Feb	Create new entity on Supplying the South West Portal

Not Started	Feb	Refresh Purchase Orders Terms & Conditions
Not Started	Feb	Framework Access
Not Started	Dec	1st Year Budget (Draft)
Not Started	Feb	1st Year Budget (Agree)
In Progress	Nov	Council Tax Harmonisation Plan
Not Started	Feb	Council Tax Setting Report (Agreed)
		<b>Governance &amp; Legal</b>
Not Started	Feb	Performance Indicators Agreed
Not Started	Dec	Procure new seals for legal and for democratic services use
In Progress	Sept	Understand and action audit requirements for Shadow.
Not Started	Feb	Appoint a Data Protection Officer G&L
Not Started	Feb	Appoint a new Director to SWAP G&L
In Progress	Mar	Developed and approved Corporate Priorities G&L
		<b>Member Development Plan</b>
In Progress	Dec	Member Development Plan
		<b>Miscellaneous</b>
In Progress	Sept	Understand and action changes required for car parking (tickets , enforcement etc)
In Progress	Jan	Part 7 Statutory Homelessness Return
In Progress	Nov	Single Registration of Assets of Community Value
Not Started	Dec	Understand the position regarding S106 Agreements - enactment required?
Not Started	Feb	Wording of planning notices to reflect new council
Not Started	Jan	Co Parish Councils / Wards / Planning Application numbers
Not Started	Feb	Annual Returns for NDR1/NDR3/Subsidy to reflect single council

Not Started	Feb	Create single rural settlements list
Not Started	Feb	Ensure historic application searches post 1st April 2019 are able to be accessed by citizens.
Not Started	Feb	Government Returns / requests for data
Not Started	Oct	Liase with SWP regarding Garden Waste Invoices

### Milestones

