

APPENDIX 2 – Potential impact of Structural Change Order on current Terms of Reference AND potential additions to current scheme

Current provision in Joint Committee’s Terms of Reference	Action(s) Required
1. To consider and recommend a Constitution to be adopted by the North Northamptonshire Shadow Authority at its inaugural Full Council meeting	No change required
2. To consider and recommend a Members Code of Conduct to be adopted by the Shadow Authority at its inaugural Full Council meeting	No change required
3. To agree and undertake the recruitment process for the selection of the designations of Interim Head of Paid Service, Interim Chief Finance Officer (section 151) and Interim Monitoring Officer for the Shadow Authority and recommend to the Shadow Authority at its inaugural Full Council meeting nominations for the three statutory officers	Amended – “posts” deleted, replaced with “designations”
4. To consider and recommend to the Shadow Authority at its inaugural Full Council meeting a nomination for the post of Returning Officer	This may be specified in the Structural Change Order
5. To consider and initiate appropriate mechanisms for the recruitment of a permanent Chief Executive (Head of Paid Service), including provisional terms and conditions, including salary, and method of selection, so that the earliest possible appointment can be made by the Shadow Authority	This may be expanded to include designation of the permanent Chief Finance Officer and the permanent Monitoring Officer. The Structural Change Order may specify the deadline by which all three statutory officers are appointed.
6. To monitor and seek to mitigate any potential risks associated with the Local Government Reform (LGR) programme, the creation of a Shadow Authority and creation of a unitary council for North Northamptonshire and to establish/agree protocols or processes to manage the risks to LGR	No change required
7. To establish and propose a Calendar of Meetings for the Shadow Authority for adoption at its inaugural meeting	No change required
8. To respond to consultations on the contents of orders, consents or any other matters where specifically requested to do so by the North Northamptonshire Steering Group	Amend to delete “Steering Group” and replace with “Leader’s Oversight Board or Design Board”.

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9. To establish/agree any protocol or process which, if not implemented in a timely manner, may threaten the establishment of a unitary council within the deadline set by the Secretary of State	Amend to read:- To identify and approve a policy framework (including production of draft policy statements and supporting procedures) relevant to the required statutory compliance of the new unitary council
10. To receive recommendations/reports from work streams that require Joint Committee approval so long as those relate to the Joint Committee’s terms of reference referenced above	Delete all. Covered by other TOR provisions.
11. To agree the process for an independent review of a Scheme of Members Allowances for the Shadow Authority, including the setting up of an Independent Remuneration Panel and to recommend to the Shadow Authority a Scheme of Members Allowances for adoption	No change required
POTENTIAL ADDITIONS TO CURRENT SCHEME	
12. To agree a mechanism for expenditure incurred by the officer(s) responsible for the conduct of the election on 7 th May 2020 for North Northamptonshire Council and West Northamptonshire Council to be paid. The cost to be divided among, and paid by, the County Council, North Northamptonshire councils and the West Northamptonshire councils.	New Provision Agree a formula and note the arbitration procedure
13. To agree a mechanism for expenditure incurred by the shadow authorities to be divided among, and paid by, the County Council, the North Northamptonshire councils and the West Northamptonshire councils.	New provision Agree a formula and note the arbitration procedure
14. To prepare and keep under review an Implementation Plan to include such plans and programmes as are in the opinion of the Joint Committee necessary to secure the effective, efficient and timely discharge of any functions necessary and/or proscribed in a future Structural Change Order.	New provision
15. To form a single team of officers as an “Implementation Team” for the purpose of assisting the Joint Committee to discharge its functions	New provision This would be the LGR Programme team
16. To take steps to prepare for the economic, effective, efficient and timely transfer of the functions, property, rights and liabilities of the County Council and district/borough councils to the new unitary council	New provision

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17. To develop and oversee early enabling strategies including, but not limited to, organisation design process and principles, ICT, digital transformation, organisational development and assets	New provision
18. To identify, promote and ensure collaborative working between councils and to ensure that all Members are kept fully briefed and engaged in establishing a new unitary council	New provision
19. To oversee the development and delivery of a comprehensive communications and engagement strategy that addresses the requirements of Members, staff, town & parish councils, local partners and wider stakeholders and, to consider how decisions and issues shall be communicated to local people and stakeholders and to engage with stakeholders on matters within the purview of the Joint Committee	New provision
20. To liaise with relevant internal and external auditors and ensure their focus supports the development of the new unitary council.	New provision To ensure options are considered so the Shadow Council has an appropriate internal & external audit provision to comply with financial regulations
21. To agree an induction & training programme for newly elected Members for 2020/2021	New provision Needs to be established by May 2020 for activation after the unitary elections
22. To agree support services for newly elected Members for 2020/21	New provision To include committee administration, Member support, ICT provision, Shadow Council website, accommodation etc. This needs to be operational by May 2020 for activation after the unitary elections
23. To progress arrangements for civic & ceremonial matters and functions related to the new unitary council.	New provision Some issues may need to be actioned prior to May 2020 for Vesting Day in 2021.