

6.APPENDIX 2 – Revised Terms of Reference

Joint Committee's Terms of Reference	Comment
1. To consider and recommend a Constitution to be adopted by the North Northamptonshire Shadow Authority at its inaugural Full Council meeting	Section 7, 17 & 18 of the Northamptonshire (Structural Changes) Order 2019 covers governance arrangements for the Shadow Council.
2. To consider and recommend a Members Code of Conduct to be adopted by the Shadow Authority at its inaugural Full Council meeting	Section 8 & 25 of the Northamptonshire (Structural Changes) Order 2019 relates to this matter.
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	Section 9 of the Structural Changes Order specifies that the Shadow Council designate on an interim basis officers to perform the duties of Head of Paid Service, Chief Finance Officer and Monitoring Officer. Section 9 (3) requires the Shadow Council to have made permanent appointments to the three statutory posts by 31 st December 2020.
4. To consider and recommend to the Shadow Authority at its inaugural Full Council meeting a nomination for the post of Returning Officer	Section 20 (13) (a) of the Structural Changes Order specifies that the Head of Paid Service of the Shadow Council will be the Returning Officer for any casual vacancies that may arise during 2020/2021.
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	Section 9 of the Structural Changes Order specifies that the Shadow Council designate on an interim basis officers to perform the duties of Head of Paid Service, Chief Finance Officer and Monitoring Officer. Section 9 (3) requires the Shadow Council to have made permanent appointments to the three statutory posts by 31 st December 2020.
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	
7. To establish and propose a Calendar of Meetings for the Shadow Authority for adoption at its inaugural meeting	
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 Leaders Oversight Board and/or Design Board.	

6.APPENDIX 2 – Revised Terms of Reference

9. 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 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	Section 10 of the Northamptonshire (Structural Changes) Order 2019 covers matters relating to Member Allowances.
11. 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.	Section 20 (7) of the Northamptonshire (Structural Changes) Order 2019 covers matters relating to expenditure on the 2020 elections.
12. 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.	Section 16 of the Northamptonshire (Structural Changes) Order 2019 covers matters relating to the expenditure incurred by the Shadow Council.
13. 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 Changes Order.	Section 24 of the Northamptonshire (Structural Changes) Order 2019 covers matters relating to the Implementation Plan.
14. To form a single team of officers as an “Implementation Team” for the purpose of assisting the Joint Committee to discharge its functions	Section 26 of the Northamptonshire (Structural Changes) Order 2019 covers the formation of an Implementation Team.
15. 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	Section 22 (2) & (3) of the Northamptonshire (Structural Changes) Order 2019 covers this item.
16. To develop and oversee early enabling strategies including, but not limited to, organisation design process and principles, ICT, digital transformation, organisational development and assets	
17. To identify, promote and ensure collaborative working between	

6.APPENDIX 2 – Revised Terms of Reference

councils and to ensure that all Members are kept fully briefed and engaged in establishing a new unitary council	
18. 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	
19. To liaise with relevant internal and external auditors and ensure their focus supports the development of the new unitary council.	To ensure options are considered so the Shadow Council has an appropriate internal & external audit provision to comply with financial regulations
20. To agree an induction & training programme for newly elected Members for 2020/2021	Needs to be established by May 2020 for activation after the unitary elections
21. To agree support services for newly elected Members for 2020/21	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
22. To progress arrangements for civic & ceremonial matters and functions related to the new unitary council.	Some issues may need to be actioned prior to May 2020 for Vesting Day in 2021.