

**West Northamptonshire Joint Committee**

**Proposed Terms of Reference**

Italics = minor changes

Bold = additions

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| 1. To consider and recommend a Constitution to be adopted by the Shadow Authority at its inaugural Full Council meeting.  |
| 2. To consider and recommend a Members' Code of Conduct to be adopted by the Shadow Authority at its inaugural Full Council meeting.  |
| 3. To agree and undertake the recruitment process for the selection of <i>and the designations</i> of Interim Head of Paid Service, Interim Chief Finance Officer (section 151 officer) and Interim Monitoring Officer for the Shadow Authority and recommend to the Shadow Authority at its inaugural Full Council meeting nominations for the three interim statutory officers. |
| 4. To consider and recommend to the Shadow Authority at its inaugural Full Council meeting a nomination for the post of Returning Officer.  |
| <b>5. To consider and initiate appropriate mechanisms for the recruitment and designation of a permanent Chief Executive (Head of Paid Service) and other statutory officers, including provisional terms and conditions, including salary, and method of selections, so that the earliest possible appointments can be made by the Shadow Authority.</b>                         |
| 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 West 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 Full Council meeting.   |
| 8. To respond to consultations on the contents of orders, consents or any other matters where specifically requested to do so by the <i>Leaders Oversight Board or Design Board</i> .   |

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| <b>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.</b>  |
| 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 at its inaugural Full Council meeting.  |
| <b>11. To agree a mechanism for expenditure incurred by the officer(s) responsible for the conduct of the election on 7<sup>th</sup> 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.</b>   |
| <b>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.</b>  |
| 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.  |
| 14. To form a team of officers as an "Implementation Team" for the purpose of assisting the Joint Committee to discharge its functions.   |
| <b>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.</b>   |
| 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 councils and to ensure that all Members are kept fully briefed and engaged in establishing a new unitary council.   |
| <b>18. To oversee the development and delivery of a comprehensive communications and engagement strategy that addresses the requirements of Members, staff, town and 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.</b> |

**19. To liaise with relevant internal and external auditors and ensure their focus supports the development of the new unitary council.**

**20. To agree an induction and training programme for newly elected Members for 2020/2021.**

**21. To agree support services for newly elected Members for 2020/21.**

**22. To progress arrangements for civic and ceremonial matters and functions related to the new unitary council.**