



# Taunton Shadow Town Council

## Implementation Programme Progress overview scorecard

# Tranche Planning



**Tranche 1**  
 Immediate 'MUST HAVE' products to enable implementation programme to proceed

**Tranche 2**  
 MUST Have products to be in place by 1st April

**Tranche 3**  
 Establishment of TTC and Elections of TTC members

**Tranche 4**  
 Continue to establish and develop Town Council (led by Town Clerk)

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2022/23						2023/24											



 1<sup>st</sup> April – Establishment of Taunton Town Council  
 4<sup>th</sup> May – Elections of Taunton Town Council Members

# Programme overview

## Overall summary

- All key milestones ("must haves") required for 'tranche 1' of the TTC Implementation Programme were met
- Programme governance arrangements are working well - the Programme Board (combined SWT and SCC team) and various work-stream teams continue to meet weekly to monitor progress and prepare next steps
- The successful appointment of an experienced Town Clerk is a key achievement, and starting in post at the end of January provides a great opportunity to not only achieve all the required 'must have' deliverables for 1st April, but also to develop some of the more strategic thinking and progress longer-term plans
- A robust approach to communications and stakeholder engagement (Member briefings, Parish Council bulletin, SWT website – TTC info pages)

# Programme workstreams

Workstream / key milestone	Previous status	Current status	Progress previous period ('Tranche 1' Oct - Dec 2022)	Current / Next period ('Tranche 2' - to end March)	Risks / Issues	Current Risk (H/M/L)
<b>Programme Management</b> Establish firm foundations to enable TTC to move to its new future state			<ul style="list-style-type: none"> <li>Programme plan &amp; governance established</li> <li>Control documents in place (eg 'RAID' log, Comms plan)</li> </ul>	<ul style="list-style-type: none"> <li>'Blueprint' / Business Architecture Model for new organisation</li> </ul>	<b>RISK</b> - The Programme may fail to deliver the required outcomes, and 'must have' capabilities to be a 'safe and legal' entity for Vesting Day 1st April (and beyond)	Low
<b>Governance</b> Ensure the Town Council is a legal and financial entity			<ul style="list-style-type: none"> <li>Taunton Shadow Town Council established</li> </ul>	<ul style="list-style-type: none"> <li>Establish TTC committee structure / Terms of References</li> <li>Policies &amp; Procedures (Standing Orders etc)</li> </ul>	<b>RISKS:</b> - that the Legal Challenge by affected Parish Councils may delay / halt / change the setting up of a Town Council for 1 April (and the elections 4th May)	Med
					- Failure to ensure (prepare / implement) a proper governance / decision-making framework for the new TTC	Low
<b>HR</b> Ensure we have in post a suitably qualified Town Clerk (and staffing establishment)			<ul style="list-style-type: none"> <li>Town Clerk appointed</li> <li>All affected existing Parish Council Clerks engaged with</li> </ul>	<ul style="list-style-type: none"> <li>Town Clerk commences in post ('on-boarding' / induction etc)</li> <li>Continue to engage with other existing Parish Clerks (prep for TUPE transfers)</li> <li>establish TTC staff structure</li> </ul>	<b>RISK</b> - Failure to appoint / attract an appropriately qualified / experienced Town/Parish Clerk (and other staff)	Low

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## New Somerset Council

# Programme workstreams

Workstream / key milestone	Previous status	Current status	Progress previous period ('Tranche 1' Oct - Dec 2022)	Current / Next period ('Tranche 2' - to end March)	Risks / Issues	Current Risk (H/M/L)
<b>Operations</b> Ensure the Town Council has an Office/meeting location (with full systems in place)			<ul style="list-style-type: none"> <li>Office accommodation decision made (year 1)</li> </ul>	<ul style="list-style-type: none"> <li>Develop TTC website</li> <li>Office fit out; Procurement of ICT hardware &amp; software systems, and remaining equipment</li> </ul>	<b>RISK</b> - Failure to provide adequate office and other essential operational facilities for TTC staff, Members and the public	Low
<b>Assets</b> Ensure Assets proposed to transfer are completed			<ul style="list-style-type: none"> <li>Confirmed assets list</li> <li>Member briefings held (19 Dec, 16 Jan) and assets info pack provided</li> <li>Solicitors instructed</li> </ul>	<ul style="list-style-type: none"> <li>Complete office lease</li> <li>Ensure legal due-diligence work is undertaken</li> <li>Final report to SCC Exec (15 March)</li> </ul>	<b>RISK</b> - Failure to properly complete all required (legal / financial / contractual) transfers of assets from SWT (and other PCs) for 1st April 2023	Low
<b>Services</b> Ensure Services proposed to transfer or commissioned are completed			<ul style="list-style-type: none"> <li>confirmed scope of services</li> <li>reviewed &amp; validated costs / details (prep for Exec report and Solicitors)</li> </ul>	<ul style="list-style-type: none"> <li>final contractual &amp; service agreements and arrangements</li> <li>Final report to SCC Exec (15 March)</li> </ul>	<b>RISK</b> - Failure to ensure continuity of agreed current service delivery arrangements and TUPE implications	Med
<b>Finance</b> Ensure the Town Council is a financial entity			<ul style="list-style-type: none"> <li>Prelim meeting held with Bank</li> <li>CIL queries addressed for PCs</li> </ul>	<ul style="list-style-type: none"> <li>Open TTC Bank account</li> <li>Register for VAT</li> <li>Procure &amp; set up Finance &amp; Payroll systems</li> </ul>	<b>RISK</b> - Failure to ensure a proper financial governance framework for the new TTC (during and / or post implementation)	Low
<b>Elections</b> Prepare and promote Elections (Notice of Election published)			Not started in tranche 1	Commence preparations & promotion of May elections: <ul style="list-style-type: none"> <li>Publish Electoral Register (with revised boundaries) 1 Feb</li> <li>Publish Notice of Elections 27 March</li> </ul>	<b>ISSUE</b> – new voter ID process (comms need)	Low
					<b>RISK</b> – legal challenge (as shown under Governance workstream)	Med