

**TASK AND FINISH GROUP TERMS OF REFERENCE**

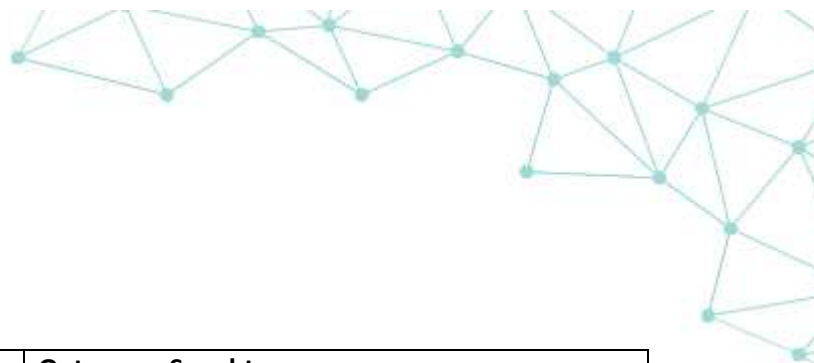
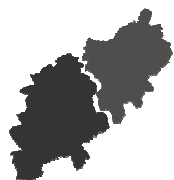
**North Shadow Authority**

<b>DAY ONE ACCOMMODATION</b>
<b>Purpose of the Group</b>
To ensure the unitary authority has the required accommodation to meet its safe and legal responsibilities from Day One.
<b>Description of the Task to be completed (Scope)</b>
<b>NORTH AUTHORITY ACCOMMODATION</b>
To ensure the North Unitary Authority has the required accommodation to meet its Safe and Legal responsibilities from Day One, incorporating Base and Service Office locations.
<b>MEMBERS' ACCOMMODATION (FULL COUNCIL MEETING)</b>
To ensure the North Unitary Authority has the required accommodation so it can meet its Safe and Legal Democratic obligations for Members, incorporating Full Council Meetings (including Shadow Council meetings if required).

<b>Key Activities</b>	<b>Outcomes Sought</b>
<b>North Authority Accommodation:</b>	
Define Requirements	Agreed accommodation requirements.
Define Options	Agreed accommodation locations.
Implement	Implemented accommodation requirements.

	<b>North Authority Accommodation</b>
Start date:	<b>1 June</b>
Key dates:	
31 August	Requirements defined and approved.
30 September	Options defined, evaluated and selected.
31 March 2021	Solutions implemented.
Finish date:	<b>31 March 2021</b>

<b>How will we know when the Task is finished?</b>
Accommodation requirements are in place for the North Authority.



Key Activities	Outcomes Sought
<b>Members' Accommodation:</b>	
Agree accommodation requirements for Full Council Meeting (including Shadow Authority if required).	Agreed Full Council Meetings accommodation requirements.
Define accommodation options.	Agreed accommodation location.
Implement.	Set up Full Council Meeting accommodation.

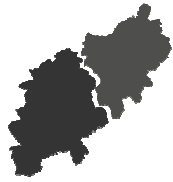
	Members' Accommodation
Start date:	<b>1 June</b>
Key dates:	
31 July	Requirements defined and approved.
30 September	Members' preferred accommodation option(s) selected.
31 October	Shadow Council (Full Council Meeting) accommodation implemented.
31 March 2021	North Authority (Full Council Meeting) accommodation implemented.
Finish date:	<b>31 March 2021</b>
<b>FREQUENCY OF MEETINGS</b>	

How will we know when the Task is finished?
<b>Members' Accommodation:</b> <ul style="list-style-type: none"> <li>• Full Council Meeting accommodation (Shadow Council) is in place.</li> <li>• North Authority's Full Council Meetings accommodation is in place..</li> </ul>

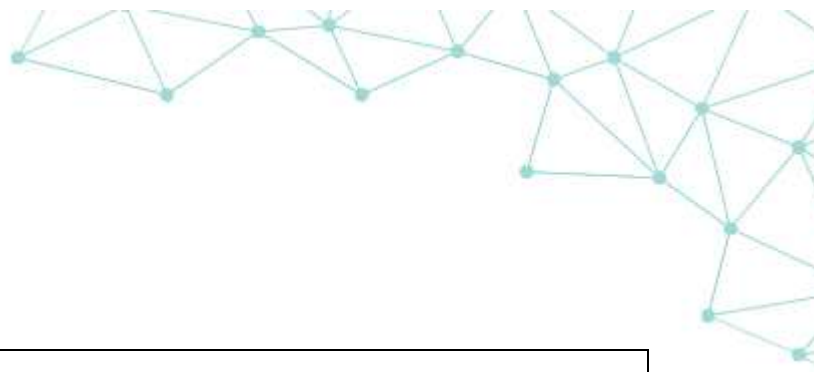
Task Group Members	
Chair:	CLlr Wendy Brackenbury
Deputy Chair:	CLlr Tim Allebone
Member:	CLlr Mark Dearing
Member:	CLlr Gill Mercer
Member:	CLlr Andrew Scarborough

Task Group Officers	
Enabling Lead / Lead Officer:	Brian Degruchy, Programme Manager
Interim Statutory Officer:	Chief Executive
Support Officer:	
SME:	
SME:	

Any external Support or Input required	
External Support / Input	Output



FUTURE  
NORTHANTS



Dependencies

Document owner: Brian Degruchy

Draft published: 6 May 2020

Approved: DATE

Version: 0.1