



AGENDA

Meeting: IMPLEMENTATION EXECUTIVE - INFORMAL
Place: County Hall, Trowbridge
Committee Room: Council Chamber
Date: Wednesday 16 January 2008
Time: 4.00 pm

Briefing Arrangements: A Briefing for all Members of the 5 Councils will be held at 3.00pm on the day of the meeting.

Parking has been reserved in the members car park.

1. Minutes

To confirm the minutes of the last meeting held on 28 November 2007.

2. Draft Procedure Rules

To consider the draft Procedure Rules including the terms of reference for the Implementation Executive. A copy will be circulated

3. Towards One Council – Transition Plan

To receive a progress report on Programme Activity including a draft Programme Initiation document (PiD).

4. Member Engagement - A report will be circulated

5. Unitary Councillor – Job Description

To consider the attached job description and person specification for the role of the new unitary councillor.

6. Outline Work Programme

To consider the attached outline work programme.

7. Dates for future meetings

To consider agreeing dates for future meetings.