

## Combined Chief Executive and CLT - Terms of Reference (draft)

1. Purpose. A combined Chief Executive and WCC Corporate Leadership Team board to provide the top level leadership and direction to shape the establishment of the new authority and to determine key strategy and policy issues.
2. Composition. The Board would comprise:
  - WCC Chief Executive (Chair)
  - WCC Corporate Leadership Team members
  - District Chief Executives
  - WCC programme Manager for one council
  - WCC 151 and Monitoring officers ( as required?)
  - WCC Chief Executive's Executive Assistant ( secretary)
3. This Board is to meet monthly and will work to a forward work programme, related to that of the Implementation Executive. Activity will be milestone related.
4. Responsibilities:
  - Development of the Wiltshire Council vision, values and cultural framework
  - Advice to the Implementation executive on key policy issues
  - Guide the development of and approve the Corporate Plan, the MTFS and the 2009-10 budget
  - Establishing clear linkages between the LAA and the LGR work plans
  - Shaping the Implementation Executive's agenda and its decisions
  - Driving benefits and maintaining an overview on costs
  - Overview of cross-authority issues and the associated strategies including:
    - Development and Approval of the workforce planning and organisational development plans
    - customer focus and the customer access strategy and its implications
    - Communications plans – internal and external
    - Branding
    - Approval of the Property and ICT strategies
  - Strategic risk management for all issues associated directly/indirectly with the creation of Wiltshire Council