

Joint Implementation Team – Terms of Reference (draft)

1. Purpose A joint Management Team to work collaboratively to establish the new Council and to advise the appropriate Executive(s) on matters of strategy, policy and organisation.
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)
 - One Council Workstream Owners
3. This Board is to meet monthly **at least** 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 strategy, policy and organisational issues
 - Oversee the development of the Corporate Plan, the Mid Term Financial Strategy and the 2009/10 budget
 - Establishing clear linkages between the Local Area Agreement and the Local Government Review work plans
 - Advising the Implementation Executive
 - Realising benefits and maintaining issues and the associated strategies including:
 - Development of the workforce planning and organisational development plans
 - Customer focus and the customer access strategy and its implications
 - Communications plans – internal and external
 - Branding
 - Property and ICT strategies
 - Strategic risk management for all issues associated directly/indirectly with the creation of Wiltshire Council
5. Accountability: The JIT is accountable to the Implementation and County Council Executives.