PROGRAMME

Event:	**JOINT OVERVIEW AND SCRUTINY TRANSITION BOARD**
	- THIRD INFORMAL MEETING OF MEMBERS
Place:	**North Wiltshire District Council Offices, Chippenham***
Date:	Friday 22 February 2008
Time:	10.00 am

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*PLEASE NOTE CHANGE OF VENUE
Please see attached map for information regarding car parking

All Members and Substitutes invited to attend

Members	Substitutes
Cllr Jeff Osborn WCC	Cllr Ian West WCC
Cllr Tony Molland WCC	Cllr Roy While WCC
Cllr Robert Hall WCC	Cllr Margaret Taylor WCC
Cllr Judy Rooke WCC	Cllr Chris Humphries WCC
Cllr Ricky Rogers WCC	Cllr Mollie Groom WCC
Cllr Clyde Hoddinott KDC	Cllr Paula Winchcombe KDC
Cllr Chris Caswill NWDC	Cllr Ray Parsons KDC
Cllr Murial Tomlinson SDC	Cllr Christine Reid NWDC
Cllr Pip Ridout WWDC	Cllr Michael Hewitt SDC
	Cllr Keith Humphries WWDC

NOTES

(1)   Members are encouraged to view the latest IE papers as background to the work of the Joint Overview and Scrutiny Transition Board. These can be found on WCC website -Towards One Council – Members Information.

(2) The regular progress report on overall programme activity will generally be circulated as an information item at the end of each JOSTB agenda.

AGENDA

1. **To elect a Chairman for the meeting** (it was agreed to leave the election of a permanent Chairman until the formal commencement order had been received)

    It is anticipated that the Commencement Order will be received during week beginning 18 February. If so then the election of Chairman will be a permanent one for the remainder of transition.

2. **Election of Vice-Chairman**   To elect a permanent Vice-Chairman should the Commencement Order be received.

3. **Notes of Previous Meeting – 25 January**   Copy circulated herewith.

4. **Risk Management during the Transition to One Council** – Ian Cook, Programme Office Manager will brief members on the approach being taken to risk during transition. The following is circulated:

    a.   Towards one Council Risk Management briefing paper
    b.   The risk register – initial assessment

    Attention is also drawn to paragraph 6 of the progress report at item 8 below.

    At the JOSTB's previous meeting the issue of risk during transition was discussed and it was agreed that this should be included in the work programme of the Board.

5. **Human Resources during the Transition to One Council** – Richard Woodroofe, Assistant Director Pay Reform will attend the meeting so that members my ask questions on the secondment and recruitment policies during transition.

    Members raised concern at the previous meeting regarding these matters especially relating to district staff.

    Attention is drawn to paragraph 4.9 of the progress report.

6. **ICT during the Transition to One Council**   Tim Gregory, Head of ICT will attend the meeting so that members may ask questions on activities for this cross-cutting theme. Report to follow.

    At the JOSTB's previous meeting members requested that this topic be included on the agenda for the next meeting.

7. **Update on Joint Overview and Scrutiny Transition Board Work Programme and Resources**   The following is circulated

    a. A briefing note detailing the budget and resource availability for transitional scrutiny
    b. A draft work programme

    c. Proposed terms of reference for each task group

Steve Milton, Principal Democratic Services Manager SDC and James Whittleton, Policy and Democratic Services Assistant NWDC, will report further.

It is anticipated that the JOSTB will be in a position to appoint members from all 5 councils to the task groups agreed at the last meeting on Development Control, Housing, Waste, Community Area Boards, and Customer Access.

The board is also asked to agree the terms of reference for the five task groups.

The latest IE work programme is also circulated for information.

8.   **Towards One Council Progress Report**   The latest transition progress report prepared for the IE meeting on 13 February is circulated for information.

This includes a copy of the latest project plan and programme overview.

A full copy of the Project Initiation Document (PID) presented to the Implementation Executive 16 January 2008 is available on the Wiltshire County Council Website.

WCC website – Towards One Council – Members Information

9.   **Next meeting - 28 March 2008 10.00 at West Wiltshire District Council Offices**

A schedule of future meetings is set out in the notes of the previous meeting. Please note two changes

1. 28 March 2008 change of venue
2. 30 Jan 2009 changed to 23 Jan 2009

A programme of future members' seminars is also attached.