

**IMPLEMENTATION EXECUTIVE
23 SEPTEMBER 2008**

TOWARDS ONE COUNCIL – Overall Governance Arrangements

Executive Summary

This report responds to a request from the Implementation Executive for a paper to clarify the role distinction between CLT, JIT, Cabinet and IE in relation to the 1C4W Transition Programme.

Following consideration of this report by the Implementation Executive, Overview and Scrutiny Committee may wish to consider any impact on the balance of the work it undertakes and that undertaken by the Joint Overview and Scrutiny Board.

Proposal

The Implementation Executive are asked to consider the description of the roles, membership and frequency of meetings of CLT, JIT, Cabinet and IE in relation to the Transition Programme and are **recommended** to approve them.

It is also **recommended** that Wiltshire County Council Cabinet considers this report, and any impact it may have in relation to their future meeting agendas and frequency.

Reasons For Proposals

The Implementation Executive requested a report that provided clarity around the roles of the senior governance bodies within the programme.

The on going governance relationships also needed to be clarified from an operational view point to recognise that the new council's senior leadership team has now been appointed, with only two Service Director posts remaining outstanding.

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1. Introduction

- 1.1. We are now approaching the final six months of activity in relation to the 1C4W Transition. Our progress to date has been considerable and we are well placed to deliver a sound foundation and successful start to the new council.
- 1.2. Following the appointment of the new council's senior leadership team, and the increased impetus this has provided around developing the policies and procedures that will underpin the operation of the new council throughout 2009 / 2010, it is timely to consider the ongoing roles and authority of CLT, JIT, Cabinet and IE in relation to the transition programme.

2. Corporate Leadership Team (CLT)

- 2.1. The membership of CLT is the Chief Executive and the Corporate Directors of the new council.
- 2.2. Consequently, in relation to the transition to one council, it is suggested that this group becomes the senior officer group for all decisions or recommendations that directly relate to the policies or operation of the new council after 1st April 2009.
- 2.3. This will ensure that the future officer leadership team of the new authority is already shaping and 'owning' the policies and decisions that will underpin its operation.

3. Joint Implementation Team (JIT)

- 3.1. JIT is vital to ensure open and transparent communication, and joint decision making, in relation to the preparatory activities that are required to establish the new council on 1st April.
- 3.2. As we move forward, it is recommended that JIT continues to be the senior officer body for decisions and policy approaches that relate to transition activity between now and 1st April 2009, co-ordinating activity across the five councils.
- 3.3. To enable this, membership of JIT will become CLT plus the Chief Executives of the District Councils. JIT will also be attended by relevant members of the Corporate Programme Office linked to transitional activities.
- 3.4. Currently JIT meets on a fortnightly basis but given the formation of the new CLT, it is suggested that this can be amended to a monthly meeting with any papers or individual issues being addressed 'off line' between meetings.
- 3.5. Communication will become ever more vital as we approach vesting day. Consequently, members of JIT will work closely with the Communications Team to ensure that these revised arrangements are supported by a robust approach to communications.

4. Implementation Executive (IE)

- 4.1. IE is the senior member decision making body in relation to the policies, procedures and operating framework of the new council. It is tasked with ensuring that the bid is delivered and the new council is able to operate effectively upon its inception. Prior to the election of members to the new council in Spring 2009, it is the one body that is able to approve policies, strategies and operational frameworks on behalf of the new council.
- 4.2. Between now and the elections to the new council in Spring 2009 it is logical that all decisions that will underpin and frame the operation and structure of the new council are taken at IE, after consideration by CLT. This is in line with the latest transitional regulations that have already moved decision making powers on issues that affects areas such as Parishing, Strategic Planning and Regulatory Committees post 1st April 2009 to the IE.
- 4.3. IE membership is the Cabinet of WCC and two nominees from each District Council. It is suggested that IE will need to continue to meet at least monthly through to the elections in Spring 2009.

5. Cabinet

- 5.1. The role of Cabinet will continue to be affected by the increasing role of IE. It seems reasonable to propose that the focus of Cabinet between now and vesting day will be on the monitoring of current performance and the decisions needed to maintain current operations, rather than of setting the policy framework for the new authority.
- 5.2. At some point in the future, it would seem reasonable for Cabinet to begin to meet less regularly than at present, but this should be determined by them in relation to the volume of work they need to undertake.