

## Appendix 2

### Chief Executive Implementation Group (CIG) - Terms of Reference

Title:	Terms of Reference
<b>Purpose:</b>	<p>Responsible for establishing, implementing and monitoring the overall delivery of the unitary transition programme to establish the new Council by April 2020.</p> <p>Key actions will be to:</p> <ul style="list-style-type: none"> <li>• Establish the programme boards and oversee the delivery of agreed portfolio of work for each board needed for the successful delivery of the unitary transition programme and ensure these are resourced as required.</li> <li>• Consider and advise on all draft reports to be presented to the Shadow Executive and Shadow Authority.</li> <li>• Consider and advise on officer reports presented by the programme boards related to the delivery of the new council.</li> <li>• Make decisions based on robust officer reports and/or business cases presented by the programme boards and/or relevant workstreams to enable the delivery of the new council for which they have delegated authority.</li> <li>• To agree and oversee the overall budget for the programme to deliver the new council, receiving regular budget monitoring reports.</li> <li>• Receive regular highlight reports from programme boards on the implementation of their agreed portfolio of work for which they are accountable for and commissioning further work as required.</li> <li>• Consider and advise on any key escalated programme risks and/or issues where these cannot be resolved by programme boards.</li> </ul>
<b>Status:</b>	<p>Decision Making</p> <p>Non public</p> <p>Notes and actions to be captured</p> <p>Confidentiality to be highlighted where relevant for specific items</p>
<b>Chair:</b>	<p>The chair will rotate between CEOs until the SCO is made, at which time the Group will be chaired by the Implementation Lead CEO (or by the Deputy Implementation Lead in her absence).</p>
<b>Membership:</b>	<p>County Council &amp; District Council CEOs</p> <p>Programme Board Co-Chairs</p> <p>Programme Managers</p> <p>Interim Monitoring Officer</p> <p>Interim Chief Financial Officer</p>
<b>Deputisation:</b>	<p>Where a member is unable to attend, a named deputy can stand in on their behalf.</p>

<b>Frequency:</b>	Bi weekly (with additional meetings as required)
<b>Service Standards:</b>	<ul style="list-style-type: none"> <li>• Agenda items will be confirmed a minimum of 7 working days in advance of meeting date unless with the agreement of the Chair.</li> <li>• Agenda will be approved by Chair in advance of circulation.</li> <li>• Any other businesses will be reserved for urgent un-foreseen items.</li> <li>• Agenda and papers will be circulated by email, minimum 3 working days in advance of meeting date, unless agreed by Chair as exception.</li> <li>• Notes and actions will be agreed by the Chair, and then circulated to all board members within 2 working days of meetings.</li> <li>• Notes and actions are considered as 'draft' until approved at next meeting.</li> </ul>
<b>Standing Agenda Items:</b>	<ul style="list-style-type: none"> <li>• Approval of previous minutes and actions – every meeting.</li> <li>• Confidential CEO item at the end of each agenda.</li> <li>• AOB</li> </ul>
<b>Date of last review:</b>	<ul style="list-style-type: none"> <li>• March 2019</li> </ul>