

Term	Meaning	Dates	Risk no.
Risk owners			
JCX	Joint Chief Executive		1,2,3,6,11,12,13,15,16
Leaders	Leaders and Deputy Leaders		1,2,11,16
Joint S151 Officer			3
CMB	Corporate Management Board (JCX and Joint Strategic Directors)	Held fortnightly	3
JMT	Joint Management Team (CMB + Joint Executive Heads of Service) First phase - established in Oct 2022.	Meetings held fortnightly	7,8,9,10,12,14,16,17
EHoS	Executive Heads of Service		
Member Groups			
O&S	Overview & Scrutiny	Meetings 5 times a year	
SEMS	Simultaneous Executive Meetings , agreed in the T&CP Report. Separate meetings of the two Councils' Executives, with identical agendas to include matters relating to the T&CP, held at the same time and in the same meeting room. Allowing the Executives to debate matters collectively and hear the views of the other prior to making their decisions. A separate vote is taken on each agenda item, meaning that each Executive retains its sovereignty and independent decision making.	Frequency TBC	2,7
JGC	Joint Governance Committee	Held at least every 6 months Next meeting in Feb 2023	1,14
Officer Groups			
T&CP Team	Single shared programme management team of officers including subject matter experts (HR, IT, Finance, Policy, Legal, Comms) Proving input into programme but also gaining understanding of decisions/direction	Held fortnightly	4
T&CP Board	Transformation and Governance Director, Community Wellbeing Director, EHS of Finance, Communications and Customer Services, Organisational Development, Legal and Democratic Services Reports into EPB and provides officer decisions and direction to the T&CP.	Held monthly	16
EPB	CMB: Enterprise Portfolio Board. Enterprise-wide oversight and decision making of business as usual and change portfolio (including costs). Clear programme reporting mechanism for both councils. Meets monthly	Held monthly	4,9
Mitigations			
T&CP	Transformation and Collaboration Programme		
T&CP Programme Structure	T&CP Programme Structure. Clear road map of actions with timescales, workstreams and assumptions.	First draft agreed by Executives November 2023	1,12
T&CP Programme plan	Tasks and milestones of T&CP		12
T&CP Report	Report with annexes setting out vision, objectives, programme structure, programme resources, achievements so far, programme initiation document	First draft agreed by Executives November 2023	13
First phase	JMT in place from Oct 2022, including Joint S151		2,3,8,10,12,16
Vision and objectives	Shared Vision Statement	First draft agreed by Executives November 2023	1,2,10,16
Joint comms plan	Comms plan for the Transformation and Collaboration Programme for GBC and WBC		11
HR Workforce Strategy	Corporate strategy to cover recruitment, retention and training		6
Shared HQ options analysis	Analysis of the options relating to colocation		1,7
Shared staffing structure options analysis	Analysis of the options relating shared workforce		1,8
PAM	Performance Agreement Meetings, appraisals and one to ones between officers	Held annually	
IAA	Inter-Authority Agreement. Which sets out clear protocols/clauses for dispute resolution and termination with an appropriate notice period to allow for transition. Clear, early and agreed mechanism for cost and savings apportionment enshrined. Reviewed at least six-monthly by JGC.		1,2,3,8,12,16
Joint Constitutions Review Group	To review constitutional and governance structures	18 Dec 23 21 Mar 24 06 Jun 24 19 Sep 24	
Shared IT Strategy	Strategic statement of how IT will be harmonised/compatible.		11
Joint IT Way Forward Group	Strategic officer board designed to consider plans moving forward for harmonised/reconciles ICT platform or working with both current platforms (as at 18/04/24 this group is paused)		11
Mitigation titles			
Current	What we are currently doing to mitigate a risk		
Planned	What we are planning on doing to mitigate a risk and have budget and resource to do		
Future	What we need to do to mitigate a risk but don't currently have budget or resource for		