

6b: Joint Co-ordination Group: Terms of Reference: Annex A

Terms of Reference for the Joint Implementation Group (JIG)

Constitution

1. The Joint Implementation Group (JIG) is a Group established jointly by the GMC and PMETB.

Membership

2. The JIG will be made up of Chairs of the GMC and of PMETB, the Chairs of the respective Resources Committees, and the two Chief Executives. These are:

- a. Graeme Catto (alternating Chair)
- b. Ian Cumming
- c. Robin MacLeod
- d. Stuart Macpherson (alternating Chair)
- e. Finlay Scott
- f. Paul Streets

Staff in Attendance

3. Staff from PMETB and the GMC may attend by invitation.

Frequency of meetings

4. It is expected that the JIG will meet approximately every two months.

Authority

5. The JIG has authority from the GMC and PMETB to secure the delivery or implementation of all plans agreed by both governing bodies relating to the merger of PMETB with the GMC.

Purpose

6. The JIG's purpose is to ensure joint delivery of the objectives set out in the programme of work relating to the merger of PMETB with the GMC, on behalf of the governing bodies.

Duties

7. To resolve issues on any matters jointly brought to its attention by the two Chief Executives.

8. To agree plans for the delivery of objectives relating to the merger of PMETB with the GMC.

9. To agree target dates and milestones for all preparatory work relating to the merger of PMETB with the GMC, including those recommended by through externally commissioned work.

10. To provide information to the Joint Co-ordination Group (JCG) that demonstrates that executive responsibilities relating to the merger of PMETB with the GMC are being discharged jointly, responsibly and effectively, in order that JCG can discharge its assurance function to the two governing bodies.

11. To consider jointly the risks pertaining to the merger of PMETB with the GMC, and in particular to ensure that day-to-day operational activities of both PMETB and the GMC are not being affected or jeopardised.

12. To ensure that adequate resources are made available to deliver all plans for the merger of PMETB with the GMC.

13. To identify and agree issues where decision by the governing bodies will be required, and to make recommendations to both governing bodies, as well as to the Joint Co-ordination Group (JCG), as and when necessary.

Reporting and Circulation of Minutes

14. JIG will report to both governing bodies. Minutes of JIG meetings will be made available to members of the two governing bodies (including the Joint Co-ordination Group (JCG)) as a matter of course.