

**TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL
MEETING HELD MONDAY 4 MARCH 2024**

No	Item	<i>Summary of Key Recommendations</i>
1.	Apologies	<i>None</i>
2.	Declarations of Interest	<i>Elected Members – None Officers – Chief Finance Officer</i>
3.	Minutes of Transformation Programme Implementation Oversight Panel meeting held Monday 12 February 2024	<i>Confirmed as a correct record</i>
	For Confidential Consideration (Items 4 - 6 inclusive)	
4.	Workstream Updates	<i>To recommend that the progress against the Transformation Programme Action Plan recommendations, as well as Risk Management and Issues Log is noted</i>
5.	Independent Advisor – Update Report	<i>Noted</i>
6.	Reports to Council Committee	<i>Noted</i>
7.	Date of Next Meeting: Monday 8 th April 2024 at 6.00pm	<i>Monday 8th April 2024 at 6pm</i>

**MINUTES OF THE PROCEEDINGS OF THE
TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT
PANEL HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS AND
VIA VIDEO CONFERENCE ON MONDAY 4 MARCH 2024 AT 6.05PM**

In the Chair: Councillor Peacock (C)

Members Present: Alderman Boyle (C), Scott (C), Councillor Nicholl (R),
Councillor Storey (R)

C McKeogh, Independent Advisor (C)

**Non Committee
Members Present:** Alderman S McKillop (R)

Officers Present: D Jackson, Chief Executive (C)
M Quinn, Director of Corporate Services (R)
A McPeake, Director of Environmental Services (R)
D Wright, Chief Finance Officer (C)
J McCarron, Performance Officer (C)
I Owens, Committee & Member Services Officer (C)

In Attendance: C Ballentine, ICT Officer (C)

Key: (C) Attended in the Chamber
(R) Attended Remotely

The Chair advised that due to technical difficulties experienced there would be a delay to the commencement of the meeting. The meeting commenced at 6.05 pm.

1. APOLOGIES

There were no apologies recorded.

2. DECLARATIONS OF INTEREST

There were no declarations of interest from Elected Members.

The Chief Finance Officer declared an interest in relation to Item 3 – Minutes of Transformation Programme Implementation Oversight Panel Meeting held Monday 12 February 2024 – Recommendation L25.

***Having declared an interest the Chief Finance Officer did not leave the Chamber for consideration of this Item**

3. MINUTES OF TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL MEETING HELD MONDAY 12 FEBRUARY 2024

AGREED – that the Minutes of the Transformation Programme Implementation Oversight Panel meeting held Monday 12 February 2024 are confirmed as a correct record.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Alderman Boyle
Seconded by Alderman Scott and

AGREED – to recommend that Committee move ‘*In Committee*’.

The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

4. WORKSTREAM UPDATES

Confidential report previously circulated presented by the Chief Executive.

Confidential report by virtue of paragraph(s) 3 & 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Purpose of Report

The purpose of this report is to update the Implementation Oversight Panel on progress in relation to the Transformation Programme Action Plan and the themes of Risk Management and Issue Log.

Background

The first meeting of the Implementation Oversight Panel was held on Monday 12th February 2024. A Chair and Vice Chair were nominated from within the six Elected Members who make up the Oversight Panel.

Weekly meetings of the Officer led Implementation Working Group have continued, with these ensuring a regular focus on progress.

Transformation Programme Implementation Action Plan

An updated version of the Implementation Action Plan has been attached for the consideration of the Implementation Oversight Panel. Members of SMT lead on the themes as shown below:

Leadership – Chief Executive
Governance – Director of Environmental Services
Culture & Relationships – Chief Executive

Financial Governance – Chief Financial Officer
Land and Property – Director of Corporate Services
Records Keeping and Information Management – Director of Corporate Services

The Action Plan contains 100 separate actions across six different themes. Currently 87% of the Actions are classified as being either On Course or Complete. Please see the table, previously circulated.

Register and Issues Log

The Action Plan sets out the identified Risks and Issues that are being managed. Please see the tables below for an update on their status. Please consult the Action Plan, previously circulated.

Recommendations

It is recommended that the Oversight Panel notes the progress against the Transformation Programme Action Plan recommendations, as well as Risk Management and Issues Log.

(i) Leadership

The Chief Executive advised that good progress has been made and referred to a high risk in terms of the organisational review management of Tier 1-3 staff which will be completed by the end of Summer 2024, subject to a Health Check and Trade Union engagement reporting to Committee, which is expected in September 2024.

Alderman Scott said he welcomed the progress.

Regarding Senior Management Team the Chief Executive advised there had been competing pressures in recent times and referred to a joint session attended by Senior Management Team including Northern Ireland Local Government Association (NILGA), Society of Local Authority Chief Executives' (SOLACE) and Local Government Staff Commission (LGSC).

The Chief Executive advised of a Leadership and Governance Conference scheduled for Wednesday 6th March 2024 as part of the Chief Executives Forum.

The Chief Executive said that there was a desire to be innovative during the review process.

(ii) Governance

The Director of Environmental Services advised of an error on the report which should be '5' references to 'green' and not '7'. There were 13 high priority recommendations remaining, with 2 fully completed and good progress being made with the remaining.

The Director of Environmental Services advised the updated Risk Management Strategy was drafted and ready for consideration by Senior Management Team in March with a paper expected at Corporate Policy and Resources Committee in April and ratified in May by Council. He stated the Social Media Policy has been approved by Senior Management Team and will also be considered by Corporate Policy and Resources Committee in April and ratified in May by Council.

The Director of Environmental Services advised that work was ongoing in relation to a Staff Performance Appraisal Review scheduled for completion in October 2024.

(iii) Culture & Relationships

The Chief Executive spoke of good work which had been undertaken across Directorates including inductions and informed the Sub Committee that the newly appointed Director of Leisure and Development was very complimentary of her induction process.

The Chief Executive referred to improvements in relationships between Elected Members and Officers which was evidenced during the recent rates setting process. He stated Recommendations 1-6 are in place and progress continues.

The Chief Executive advised the Corporate 'Health Check' was work in progress.

The Chief Executive advised the Panel that the progress of some recommendations may be affected by the absence of key members of staff.

(iv) Financial Governance

The Chief Finance Officer advised as follows:-

FG2 and FG3 is regarding Department of Communities involvement and report would be tabled at the March 2024 Finance Committee meeting and were in tandem with quarterly meetings with the Department of Communities with next meeting scheduled for Thursday 7th March 2024;

FG4 and FG5 Minutes from the Financial Management Team meeting would continue to be considered at Finance Committee;

FG7 in relation to rates setting, processes will be reported at March 2024 Finance Committee and subject to ratification at Council Meeting in April 2024;

FG8 refers to Training Needs Analysis and provision of Finance training for Heads of Service.

At the request of Councillor Storey, the Chief Finance Officer advised the purpose of communication with the Department for Communities was for the Chief Finance Officer to avail of updates and feed into the processes, an opportunity which arose quarterly. The Chief Finance Officer referred to useful

conversations at these meeting giving examples of Rates Support Grant, Rates Setting Process and Year End Accounting.

(v) Record Keeping

The Director of Corporate Services advised that of the seven recommendations, two have been considered by Corporate Policy and Resources Committee in February and were subject to ratification at Council in March. All other recommendations are expected to be completed by the required timescale.

The Director of Corporate Services advised she was conscious of the June 2024 deadline for RK7 and advised that procurement was in place.

(vi) Land and Property

The Director of Corporate Services advised that the 20 recommendations were mostly relating to strategy, policy and resources.

The Director of Corporate Services referred to the work involved in the Estates Strategy the outworking of which would see Land and Property Policy being updated.

The SIB Project Officers are scheduled to present at Land and Property Sub Committee on Wednesday 6th March 2024.

The Director of Corporate Services advised that the Terms of Reference, Scheme of Delegation and Constitution for the Land and Property Sub Committee have now been updated.

Alderman Scott highlighted an anomaly within the report in relation to the number of actions for Land and Property. The Director of Corporate Services confirmed that there was a typographical error.

(vii) Risk Register / Issues Log

The Performance Manager advised that records and monitoring were now in line with meeting structures and reported through the Corporate Policy and Resources Committee meetings.

The Performance Manager spoke of the mitigations associated with the Health Check investigations.

AGREED – to recommend that notes the progress against the Transformation Programme Action Plan recommendations, as well as Risk Management and Issues Log is noted.

5. INDEPENDENT ADVISOR – UPDATE REPORT

The Independent Advisor said she was pleased to be in attendance at the meeting in person, having previously attended remotely.

The Independent Advisor spoke of the journey required to become a good Council and said that a lot had happened with some progress being made and acknowledged some of the recommendations to be implemented could be difficult and challenging. The Independent Advisor said this forum would help improve leadership culture and the panel will contribute to determining how changes could look and ensure work is undertaken to meet expectations within recommendations.

The Independent Advisor said she met with the Department for Communities and the LGSC lead earlier today.

The Independent Advisor said she evidenced a clear plan and commitment by Council to take forward recommendations made.

The Chair thanked the Independent Advisor for her attendance and contribution and invited questions from the Sub Committee.

There were no questions put to the Independent Advisor.

6. REPORTS TO COUNCIL COMMITTEE

The Chief Executive advised of a twin track approach with some actions requiring expenditure/resourcing through Corporate Policy and Resources Committee and some through the Finance Committee, referring to expenditure for which Officers were not permitted to approve.

The Chief Executive advised that reporting of this committee would continue to feature on Finance Committee with the added aspect of a scrutiny role through the quarterly Audit Committee meetings also.

The Chief Executive invited the Director of Corporate Services to provide further information in relation to scrutiny.

The Director of Corporate Services advised of the role of the Audit Committee in relation to the Transformation Programme Implementation Oversight Panel was to determine progress in accordance with timescale at meetings scheduled for March, June and September with the expectation that implementation will be complete by October 2024.

7. DATE OF NEXT MEETING

The date of the next meeting will be on the 8 April 2024 at 6pm in person.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman Boyle
Seconded by Alderman Scott and

AGREED – to recommend that Committee move ‘*In Public*’.

This being all the business, The Chair thanked everyone for their attendance and the meeting concluded at 7.20pm

Chair