

**TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL
MEETING HELD MONDAY 14 OCTOBER 2024**

No	Item	Summary of Key Recommendations
1.	Welcome and Introduction	<i>Received</i>
2.	Apologies	<i>None</i>
3.	Declarations of Interest	<i>Elected Members – None Officers – The Chief Finance Officer</i>
4.	Minutes of Transformation Programme Implementation Oversight Panel meeting held Monday 9 September 2024	<i>Confirmed as a correct record</i>
	For Confidential Consideration (Items 5 - 9 inclusive)	
5.	Action Plan Update	<i>Noted</i>
6.	Workstream Updates	<i>Noted</i>
7.	Independent Advisor – Update Report	<i>Noted</i>
8.	Organisation Structural Review – LG Staff Commission	<i>Report to be presented to CPR in October.</i>
9.	Reports to Council Committee	<i>Noted</i>
10.	Date of Next Meeting – To be confirmed	<i>There was no date set</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 14 OCTOBER 2024 AT 6.00PM**

In the Chair: Councillor Peacock

Members Present: Alderman Boyle, Fielding (R), Knight McQuillan (R), Scott (R);
Councillor Nicholl (R),

Officers Present: D Jackson, Chief Executive
M Quinn, Director of Corporate Services
A McPeake, Director of Environmental Services
D Wright, Chief Finance Officer
J McCarron, Performance and Transformation Officer
S Duggan, Civic Support & Committee & Member Services Officer

In Attendance: C McKeogh, Independent Advisor
J Smith, acting Deputy Secretary of Communities, Place
and Local Government
D Stewart, Director, Local Government Staff Commission

A Lennox, ICT Operations Officer
Press 1 (no) (R)

Key: (R) Attended Remotely

1. WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

2. APOLOGIES

Apologies were recorded for Councillor Storey.

3. DECLARATIONS OF INTEREST

There were no declarations of interest from Elected Members.

The Chief Finance Officer declared an interest. Having declared an interest, the Chief Finance Officer left the meeting during consideration of the Item – Local Government Staff Commission Update (minute Item 8).

The Chief Executive clarified that during discussion of the Organisation Review, some Directors may leave the meeting.

4. MINUTES OF TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL MEETING HELD 9 SEPTEMBER 2024

Summary, previously circulated.

AGREED – that the Minutes of the Transformation Programme Implementation Oversight Panel meeting held Monday 9 September 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 Sub-Committee move ‘*In Committee*’.

* **Press left the meeting at 6.04pm.**

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.

5. ACTION PLAN UPDATE

Confidential report, by virtue of paragraph(s) 3 & 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated, and presented by the Chief Executive.

The Chief Executive provided an update on the number of actions undertaken, completed and progress made within the past 6 months, with the target date for completion at the end of the month.

The Chair thanked the staff and Officers for their hard work over the past number of months.

Sub-committee NOTED the report.

6. WORKSTREAM UPDATES

(i) Leadership/ Culture and Relationships

The Chief Executive detailed the excellent, commendable work and actions by the OD/HR Department who had undertaken a People Strategy, roll out of individual Performance Management, along with Trade Union engagement and Leadership and Development training.

The Chair invited questions, there were no questions posed.

(ii) Governance

The Director of Environmental Services outlined the actions taken and those completed to date. The Director of Environmental Services advised Action G13 was outstanding however, were now in a position to close, the proposal to take the annual report progression of alignment to the CIPFA International Framework through Audit Committee Terms of Reference.

The Director of Environmental Services stated Action G34 was linked to the Organisation Review, and reference to the model of internal audit provision going forward would be closed off at the end of the month.

The Director of Environmental Services thanked OD/HR Department for the revised staff appraisal system. He thanked the Audit, Risk and Governance Manager for the Risk Management Strategy for moving Council forward and thanked the Head of Democratic Services for her work.

*** Alderman Knight-McQuillan joined the meeting at 7.11pm.**

The Chair invited questions, there were no questions posed.

(iii) Financial Governance

The Chief Finance Officer updated sub-committee on the actions undertaken, and completed, he stated there would be training for Heads of Service and budget holders going forward in aspect of the Finance system. The Chief Finance Officer advised regarding Action FG2 and Action FG3 an update would be provided from the Department for Communities when closed. The Chief Finance Officer expressed his thanks.

The Chair invited questions, there were no questions posed.

(iv) Land and Property

The Director of Corporate Services updated sub-committee on the actions completed to date. Significant consultation had been carried out by the Strategic Adviser and Associate Strategic Adviser, Strategic Investment Board (SIB), on behalf of council with NI Council Estates Forum, NIAO, and

Department for Communities, with good engagement, internally and externally, and feedback regarding best practice and Legislation regarding Land and Property Policies and Practices. The Director of Corporate Services advised the Land and Property Minutes would be brought to Corporate Policy and Resources Committee in October and looked forward to further engagement and embedding the revised Policies and Practices through the organisation. The Land and Property sub-committee would review the successfulness through quarterly reports through Committee. The Director of Corporate Services thanked the Land and Property Sub Committee Members and Officers.

The Chair invited questions, there were no questions posed.

(v) Record Keeping

The Director of Corporate Services provided sub-committee with an update on the actions undertaken and completed to date, training and development of staff, an internal working group to embed good Policies and Practices through the organisation.

The Chair invited questions, there were no questions posed.

(vi) Risk Register/Issues Log

The Performance and Transformation Officer updated sub-committee, there were no significant changes to the Risk Strategy, reflecting on the past number of months he stated it had been beneficial for the prominence given to risks and issues, the main risk was time. The Performance and Transformation Officer advised a lot of work had been undertaken, including engagement with staff, Elected Members and Trade Unions. The Performance and Transformation Officer invited the Chief Executive to address sub-committee on the Organisation Structure Review.

The Chief Executive advised on a risk to the Organisation, creating uncertainty until Council would make a decision. The Chief Executive advised this would now be added as a Risk onto the Risk Register for Audit Committee.

The Chair invited questions, there were no questions posed.

The Chair thanked the Officers.

Sub-committee NOTED the verbal updates.

7. INDEPENDENT ADVISOR – UPDATE REPORT

Confidential report, by virtue of paragraph(s) 3 & 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated, presented by the Independent Advisor.

The Independent Advisor commended Council she stated the appointment of the Project Manager was effective and brought everything in to the one place. The Independent Advisor stated commitment from the Senior Leadership, the Chief Executive led groups, there was effort and enthusiasm to get the work done. The Independent Advisor stated the Chair and Panel were extremely interested and asked questions, the process efficient and effectively run, with honesty and truthfulness, she stated a huge thanks to everyone present. The Independent Advisor commended the HR Business Plan Strategy, and Performance impact.

The Independent Advisor stated the Performance and Transformation Officer had a very good relationship with the Department, they met regularly and talked to staff.

The Chair thanked the Independent Advisor for her work and support.

Sub Committee NOTED the report.

- * **The Director of Corporate Services, Director of Environmental Services and Chief Finance Officer left the meeting at 6.26pm.**

8. LOCAL GOVERNMENT STAFF COMMISSION NI UPDATE

The Local Government Staff Commission Director presented an update (via Powerpoint) on the recommendation contained in the Transformation Programme that Council reviews its Management Structure at Tiers 1-3.

The Local Government Staff Commission Director advised that a report would be presented to the October Corporate Policy and Resources Committee.

Following questions from Elected Members, the Chief Executive and the Local Government Staff Commission Director clarified if Council agreed options to change its Management Structure at Tiers 1-3, these would be then be subject to a business case, including costings.

It was agreed that a report on the Organisation Structure Review be taken to Corporate Policy and Resources Committee.

9. REPORTS TO COUNCIL COMMITTEE

The Chief Executive stated the minutes of the sub-committee meeting would be presented to Corporate Policy and Resources Committee along with a separate report on the Organisation Review. He stated it would be good governance to bring an end of project report back in November.

10. DATE OF NEXT MEETING: OVERSIGHT PANEL – TO BE CONFIRMED

There was no date set.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman Boyle
Seconded by Alderman Scott and

AGREED – to recommend that sub-committee move, ‘*In Public*’.

This being all the business, The Chair thanked everyone for their attendance and the meeting concluded at 7.01pm.

Chair