

**TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL
MEETING HELD MONDAY 12 AUGUST 2024**

No	Item	Summary of Key Recommendations
1.	Welcome and Introduction	<i>Received</i>
2.	Apologies	<i>Alderman Boyle, Councillor Storey</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 10 June 2024	<i>Confirmed as a correct record</i>
	For Confidential Consideration (Items 5 - 7 inclusive)	
5.	Action Plan Update	<i>Noted</i>
6.	Workstream Updates	<i>Noted</i>
7.	Independent Advisor – Update Report	<i>Noted</i>
8.	Local Government Staff Commission NI Update	
8.1	Organisational Structure Review (Tiers 1-3)	<i>Noted</i>
9.	Reports to Council Committee	<i>Noted</i>
10.	Correspondence	<i>Noted</i>
11.	Date of next meeting: Oversight Panel – Monday 9 th September 6.00pm	<i>To recommend that Corporate Policy and Resources Committee approve the date of the next meeting as Monday 9 September 2024 at 6.00pm.</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 12 AUGUST 2024 AT 6.09PM**

In the Chair: Councillor Peacock (C)

Members Present: Alderman Scott (R), Knight McQuillan (R),
Councillor McCully (C), Nicholl (R)

C McKeogh, Independent Advisor (C)
D Stewart, Director at Local Government Staff Commission (C)

Officers Present: M Quinn, Director of Corporate Services (C)
A McPeake, Director of Environmental Services (R)
D Wright, Chief Finance Officer (C)
J Keen, Committee & Member Services Officer (C)

In Attendance: Press 1(no) (R)

Substitutions: Councillor McCully substituted for Alderman Boyle.

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

1. WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

2. APOLOGIES

Apologies were recorded for Alderman Boyle and Councillor Storey.

3. DECLARATIONS OF INTEREST

There were no declarations of interest from Elected Members.

The Chair advised there was a standing Declaration of Interest for the Chief Finance Officer. Having declared an interest, the Chief Finance Officer did not leave the meeting during consideration of the item.

**4. MINUTES OF TRANSFORMATION PROGRAMME IMPLEMENTATION
OVERSIGHT PANEL MEETING HELD 10 JUNE 2024**

Summary, previously circulated.

AGREED – that the Minutes of the Transformation Programme Implementation Oversight Panel meeting held Monday 10 June 2024 are confirmed as a correct record.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor McCully
Seconded by Alderman Scott and

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

* **The Press left the meeting remotely at 6:11pm**

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, previously circulated, presented by the Director of Corporate Services.

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

The Director of Corporate Services summarised that there are 103 actions in total, 60 actions have been completed, 41 are on course to be completed and 2 have been delayed.

Further detail was provided within the confidential report.

Sub-Committee noted the report.

6. WORKSTREAM UPDATES

Leadership

The Director of Corporate Services provided a verbal update in relation to leadership and culture stating that 18 actions have been completed and 11 actions are in progress. The People Strategy and OD/HR initiatives are in progress. The timescales will be updated and by September the actions with a deadline of August 2024 will be completed.

Governance

The Director of Environmental Services provided a verbal update in relation to Governance stating that 19 of the 30 actions have been completed with 11 still in progress. A further 3 actions have been completed since writing the report. Action G16 has been completed but further guidance is required in relation to GDPR which is being sought. The Director of Environmental Services advised that the updated draft of the appraisal process is with the Trade Unions and staff for consultation and will be signed off once their input has been incorporated. The Director of Environmental Services advised that all actions are achievable within the deadlines set.

Culture and Relationships

The Director of Corporate Services advised that 7 of the 9 actions have been completed with the remaining 2 making good progress towards completion. Actions CR2 and CR6 are making progress, learning and development events have been planned for Elected Members until October 2024. There are no concerns about actions being completed.

Financial Governance

The Chief Finance Officer stated there are 2 actions still outstanding which are with the Department for Communities.

In response to questions the Chief Finance Officer advised he will request an update on the two items with the Department for Communities in relation to the timescale of when they will complete the tasks required of them.

The Chair expressed disappointment that the Department for Communities will not deliver in time for the October 2024 deadline; this is disappointing for staff within Council who have worked hard to meet the deadlines.

Alderman Knight McQuillan concurred with comments made by the Chair.

Record Keeping and Land and Property

The Director of Corporate Services advised that 8 of the Land and Property actions have been completed since the last Transformation Programme Implementation Oversight Panel meeting. Draft Land and Property policies will be presented to the Land and Property Sub Committee meeting in September. There is one outstanding action for record keeping which is progressing; changes have been made and these will be presented to Corporate Policy and Resources Committee in September.

In response to questions the Director of Corporate Services advised the Estates Strategy has been reviewed, with a further review due in 2025.

Risk Register/Issues Log

The Director of Corporate Services referred to the 5x5 matrix stating there is further detail provided in the template.

Sub Committee noted the updates.

7. INDEPENDENT ADVISOR – UPDATE REPORT

Verbal update, presented by the Independent Advisor.

Independent Advisor advised she has attended a Steering Group meeting and is satisfied with the progress being made, it is clear Officers are focused on making progress and she has no concerns with deadlines being met. Independent Advisor noted that the Minister for Communities is satisfied with the progress being made by Council staff. Independent Advisor stated she will be attending an informal meeting with the Department for Communities, and she will raise the concerns stated in relation to the 2 outstanding actions in Financial Governance and will convey the disappointment expressed by Elected Members.

Sub Committee noted the update.

- * **At the direction of the Director of Corporate Services the Director of Environmental Services, Director of Corporate Services, Chief Finance Officer and Committee and Member Services Officer left the meeting at 6:28pm.**

8. LOCAL GOVERNMENT STAFF COMMISSION NI UPDATE

Director at Local Government Staff Commission explained that the review of the tier one to three structure of the organisation as required in the transformation plan was underway. The initial phase was to determine the thoughts of members, officers from tiers one to four, and trades unions on the existing arrangements. There was almost unanimous agreement through that first process that tier two roles were too broad and management capacity spread too thinly, tier three roles were largely considered to have approximately the correct level of capacity, but it was felt that some services could be better aligned in a new structure that was more fit for purpose, given how much the council and the community had evolved since the current structure was originally established.

Independent Advisor explained that at meetings with officers, members, and trade unions this month the intention is to gain views about possible structures at tier two and how services in such a revised structure might be aligned. The members of the panel were asked for their views and to comment on their thoughts on the underpinning principles that should form the basis of the review. Members expressed the following views:

- There is of course a need to be cognisant of cost, but it is just as important to get things right to meet the coming challenges ahead.
- There is significant growth and new opportunities in the council now with associated funding, but still a requirement to deliver good services to the resident, therefore this is the right time to be looking at this issue.
- All members need to be given the opportunity to comment on proposals
- There should be consultation at group level with members
- Members of the panel are interested in how other councils in Northern Ireland are structured

9. REPORTS TO COUNCIL COMMITTEE

The Chair stated the minutes of this Sub Committee meeting will be presented to Full Council meeting in September 2024.

10. CORRESPONDENCE

Addendum, previously circulated.

Sub Committee NOTED the Correspondence

11. DATE OF NEXT MEETING: OVERSIGHT PANEL – MONDAY 12 AUGUST, 6.00PM

AGREED – to recommend that Corporate Policy and Resources Committee approve the date of the next meeting as Monday 9 September 2024 at 6.00pm.

This being all the business, The Chair thanked everyone for their attendance and the meeting concluded at 6:55pm

- * **The Director of Corporate Services, Chief Finance Officer and Committee and Member Services Officer returned to the Chamber at 6:55pm**

Chair