

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

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
1.	Welcome and Introductions	<i>Received</i>
2.	Apologies	<i>Councillor Storey</i>
3.	Declarations of Interest	<i>Nil</i>
4.	Nomination of Chair and Vice Chair	<i>It is recommended that Councillor Peacock nominated as Chair; Alderman Boyle be nominated as Vice Chair</i>
	<b>FOR CONFIDENTIAL CONSIDERATION (Items 5 - 9 inclusive)</b>	
5.	Terms of Reference for Implementation Oversight Panel	<i>It is recommended that Corporate Policy and Resources Committee note the Terms of reference</i>
6.	Workstream Updates	<i>Noted</i>
7.	Independent Advisor – Introduction and Feedback	<i>To recommend to Corporate Policy and Resources Committee that the next meeting of the Transformation Programme Implementation Oversight Panel is held on 4 March 2024 at 6pm.</i>
8.	Reports to Council Committee	<i>Information</i>
9.	Date of Next Meeting: Monday 11 <sup>th</sup> March 2024 at 6:00pm	<i>Monday 4 March 2024 at 6pm, in person</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 FEBRUARY 2024 AT 6PM**

**In the Chair:** Councillor Peacock (R)

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

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

**Officers Present:** D Jackson, Chief Executive (C)  
M Quinn, Director of Corporate Services (R)  
A McPeake, Director of Environmental Services (R)  
P Donaghy, Democratic and Central Services Manager (R)  
J McCarron, Performance Officer (C)  
J Keen, Committee & Member Services Officer (C)

**In Attendance:** A Lennox, Mobile Operation Officer (C)  
C McKeogh, Independent Advisor (R)

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

**1. WELCOME & INTRODUCTIONS**

The Chief Executive welcomed everyone to the meeting and invited Ms McKeogh, Independent Advisor, to introduce herself.

C McKeogh introduced herself as the Independent Advisor stating her experience working with APSE, the Local Government Staff Commission, as Chief Executive of Blackburn Council and working in Human Resources. The Independent Advisor currently works for a charity for people with a learning disability and autism and is Vice Chair of a Housing company.

**2. APOLOGIES**

Apologies were received for Councillor Storey.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. NOMINATION OF CHAIR AND VICE CHAIR**

Proposed by Alderman Boyle  
Seconded by Councillor Nicholl and

**AGREED** - to recommend to Corporate Policy and Resource Committee that Councillor Peacock is nominated as Chair.

Proposed by Councillor Peacock  
Seconded by Councillor Nicholl and

**AGREED**- to recommend to Corporate Policy and Resources Committee that Alderman Boyle is nominated as Vice Chair.

Councillor Peacock assumed the Chair.

### **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Alderman Knight McQuillan  
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.***

## **5. TERMS OF REFERENCE FOR IMPLEMENTATION OVERSIGHT PANEL**

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.

The Chief Executive advised that the Terms of Reference had been adopted at the 9 January 2024 Council Meeting.

Committee NOTED the report.

Alderman Knight McQuillan explained she wished the Implementation Oversight Panel to be held in person, if there were to be any sensitive issues to be discussed or external individuals attending the meeting it may be easier to have the meetings in person.

Councillor Peacock suggested that it could be discussed at each meeting what the format of the next meeting would be.

## **6. 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.

### **Recommendations**

**It is recommended** that the Oversight Panel notes the methodology to progress and keep track of the Transformation Programme Action Plan recommendations, as well as Risk Management and Issues Log.

The Chief Executive provided the context of this report; Council have taken on the recommendations of the Extraordinary Audit; the Director of Corporate Services completed work to thread all the information together and the information has been ordered by workstreams as listed at number 6 on the Agenda. The Chief Executive confirmed that goals have been set and the work has commenced to deliver them.

In response to questions, the Chief Executive confirmed the dates for targets in April, May and June have been set by Council; further explaining some work is dependent on external organisations such as Trade Unions.

#### **(i) Leadership**

The Chief Executive explained the colour coding in the document; how the recommendations have been set out; actions taken/to be taken; approach; progress made and status of the recommendations. There is a link to the evidence showing the work has been completed contained within the document. The structural review will take place; the Chief Executive welcomed Elected Member input on leadership.

#### **(ii) Governance**

The Director of Environmental Services provided a summary of the Governance workstream; highlighting that 7 of the 30 actions have been completed; most of the other actions will be completed in the timescale set; best practice will be considered and implemented.

In response to questions, the Director of Environmental Services advised that security of documents will be considered under record keeping.

#### **(iii) Culture & Relationships**

The Chief Executive provided a summary of work that has been undertaken in relation to improving the culture and relationships within Council. There has been good feedback received in relation to Elected Member induction; the Party Lead Group is meeting on a monthly basis rather than quarterly and includes representation from all parties; the relationship with the Staff Commission is good; relationships between Elected Members are good as are relationships between Elected Members and Officer relations are good.

Councillor Peacock agreed with the comment regarding good relations between Members and reflected on how the rates were set in the spirit of cooperation with Parties working together to get the best rate possible.

#### **(iv) Financial Governance**

The Chief Executive advised that a reasonable amount of work has been completed in relation to Financial Governance. The Chief Executive advised Committee of the plans for the rate setting process for this year and that training for Heads of Service regarding budget management will be arranged; this has been completed previously, but it will be good for the relevant staff to get a refresher.

Councillor Peacock stated that the Finance Committee is working well and stated the changes regarding the rates setting process is a positive development.

#### **(v) Record Keeping**

The Director of Corporate Resources advised there are 7 recommendations in relation to record keeping and that everything is progressing well. Timescales are in place to ensure the work is completed.

In response to questions, the Director of Corporate Services advised the Governance Working Group has been re-established; that there will be training and development opportunities; there will be asset champion in each department; policies and procedures have been reviewed and that policies and procedures are in place in the event of data breaches. The Director of Corporate Services advised of the budget allocated to completing the actions outlined.

#### **(vi) Land & Property**

The Director of Corporate Services recognised the work completed to date in relation to Land and Property, both strategic and operational, and confirmed some of the actions have been completed with Council ratification. The

Director of Corporate Services stated the timescales in June are to allow for the summer recess months of July and August.

In response to questions, the Director of Corporate Services advised the timescales can be adjusted if required; Elected Members will be informed of updates as they occur and confirmed that the organisational structure will be considered as will policies and procedures going forward.

#### **(vii) Risk Register / Issues Log**

The Performance Officer advised the Sub Committee that part of his role is to listen to concerns and try to manage and mitigate against these; that implementing the relevant actions is in progress and that he is open to suggestions from Elected Members.

Corporate Policy and Resources Committee NOTED the workstream updates (i-vii).

### **7. INDEPENDENT ADVISOR – INTRODUCTION AND FEEDBACK**

The Independent Advisor thanked everyone for the welcome and positivity; stating she is impressed by how everyone in Council has embraced the activities that have come out of the recommendations. The Independent Advisor stated that providing evidence for work completed is a strength; some activities will be easier to evidence than others, for example reviewing or updating a policy will be easier to evidence than a change in culture. The Independent Advisor confirmed she had met the representative from the Staff Commission and is to meet with a representation from the Department for Communities. The Independent Advisor stated she is looking forward to meeting everyone on the 4 and 5 of March 2024 and provided congratulations for the fantastic start.

Councillor Peacock suggested that the next meeting of the Transformation Programme Implementation Oversight Panel meeting is held on the 4 March 2024 instead of the 11 March 2024 in order to meet the Independent Advisor.

The Chief Executive confirmed this could be done; this could be made a recommendation to the Corporate Policy and Resources Committee.

**AGREED** – to recommend to Corporate Policy and Resources Committee that the next meeting of the Transformation Programme Implementation Oversight Panel is held on the 4 March 2024 at 6pm.

### **8. REPORTS TO COUNCIL COMMITTEE**

The Chief Executive advised the Committee that the Transformation Programme Implementation Oversight Panel has been set up as a Sub Committee; recommendations can be made to the Corporate Policy and Resources Committee; Minutes from Transformation Programme Implementation Oversight Panel will be presented to the Corporate Policy and Resources Committee and all reports will be made available to all Elected Members.

**9. DATE OF NEXT MEETING: MONDAY 11<sup>TH</sup> MARCH 2024 AT 6.00PM**

The date of the next meeting will be on the 4 March 2024 at 6pm in person.

**MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Nicholl  
Seconded by Alderman Knight McQuillan 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 7:16pm

---

Chair