

**TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL
MEETING HELD MONDAY 8 APRIL 2024**

No	Item	Summary of Key Recommendations
1.	Apologies	<i>Councillor Nicholl, Storey</i>
2.	Declarations of Interest	<i>Elected Members – None Officers – Chief Finance Officer</i>
3.	Minutes of Transformation Programme Implementation Oversight Panel meeting held 4 March 2024	<i>Confirmed as a correct record</i>
	For Confidential Consideration (Items 4 - 6 inclusive)	
4.	Workstream Updates	<i>To recommend that Corporate Policy and Resources Committee note 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>to recommend to Corporate Policy and Resources Committee that the Transformation Programme Implementation Oversight Panel receive reports from the Extraordinary Audit Implementation Steering Group on three issues at the meeting in May 2024 for discussion. i. A report containing proposed</i>

		<p>actions detailing how the Council can ensure there is evidence of impact as well as evidence of the completion of tasks in the Transformational Plan</p> <p>ii. A report containing proposed actions detailing how the Council can ensure there will be sufficient evidence of assuredness that longer term actions will remain a council priority.</p> <p>iii. A report containing a review of the risks associated with the Transformational Plan</p>
6.	Reports to Council Committee	Noted
7.	Date of next meeting: Oversight Panel - Monday 13 May, 6.00pm, The Council Chamber	Noted

**MINUTES OF THE PROCEEDINGS OF THE
TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT
PANEL HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS ON
MONDAY 8 APRIL 2024 AT 6.00PM**

In the Chair: Councillor Peacock

Members Present: Alderman Boyle, Knight McQuillan, Scott

C McKeogh, Independent Advisor

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 Officer
J Keen, Committee & Member Services Officer

In Attendance: A Lennox, ICT Officer

Press 1(no) (R)

Key: (R) Attended Remotely

1. APOLOGIES

Apologies were recorded for Councillor Nicholl and Councillor Storey.

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 4 March 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 4 MARCH 2024

AGREED – that the Minutes of the Transformation Programme Implementation Oversight Panel meeting held Monday 4 March 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 Press left the meeting remotely at 6.03pm**

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.

Background

The first two meetings of the Implementation Oversight Panel were held on Monday 12th February and Monday 4th March 2024. A Chair and Vice Chair were nominated from within the six Elected Members who make up the Oversight Panel.

The first two meetings of the Implementation Steering Group took place on Monday 5th February and Monday 4th March 2024. The appointed Independent Advisor Chairs this meeting.

Weekly meetings of the Officer led Implementation Working Group have continued, with these ensuring a regular focus on progress. This meeting is Chaired by the Chief Executive.

The confidential report detailed the following information:

- Reporting
- Organisational “Health Check” and review of the Senior Leadership structure
- Transformation Programme Implementation Action Plan
- Risk Register and Issues Log

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.

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

The Chief Executive provided an update on the Leadership and Culture & Relationships workstreams stating progress has been made with the people strategy and with providing training for the Heads of Service. The Local Government Staff Commission have confirmed progress with the Council Health Check and are on track for meeting the timescale at the end of April. There are no risks identified.

The Director of Environmental Services provided an update on the Governance workstream stating that work is progressing, 9 of the 30 recommendations have been completed. For the 3 recommendations coloured amber, assurances have been made they will be progressed within the timescales. The Risk Management Strategy draft has been completed, approval from the Senior Management Team and Trade Unions still needs to be completed.

The Chief Finance Officer provided an update on the Financial Governance workstream stating that recommendations FG4, FG5 and FG7 were closed out at the March Finance Committee. Recommendations FG8, FG2 and FG3 are progressing, recommendations FG2 and FG3 are with the Department for Communities.

* **Alderman Knight McQuillan joined the meeting in the Chamber at 6.07pm**

The Director of Corporate Services provided an update on the Record Keeping and Information Management and Land and Property Workstreams stating that 2 of the 7 recommendations for Record Keeping and Information Management have been completed, with the remaining being progressed under the timescales and that training is being arranged.

In relation to Land and Property 3 of the 20 recommendations completed. The Director of Corporate Services advised the Land and Property Sub Committee receive monthly updates on the progress being made. SIB are involved with the Estates Strategy including the policies and procedures, there is engagement with the Senior Management Team and Heads of Service in relation to this and staff are on plan for the completion date in June 2024.

The Performance Officer provided an update in relation to the risk register, this is reviewed weekly. It has been agreed to lower the health check risk given the positive report received from the Local Government Staff Commission. In relation to the issues log, there has been an additional level added due to questions raised by the Department for Communities, these will be reviewed weekly, and updates will be provided to Officers in the Department for Communities.

The Chief Executive advised that the additional workload placed upon staff is manageable and deliverable. It was further advised that the workload to

complete the recommendations and other matters including completing Heads of Terms for the Growth Deal, the Coleraine Town Fund and operational matters, are taking priority and there is little space for additional capacity before September 2024.

In response to questions, the Performance Officer provided clarity that the Department for Communities had raised queries in relation to how Council plan to measure the changes made which are difficult to quantify and want a strong assurance for the long term impact.

5. INDEPENDENT ADVISOR – UPDATE REPORT

Confidential report, previously circulated was presented by the Independent Advisor, C McKeogh.

Further detail was provided within the confidential report.

Recommendations

That the oversight panel receive reports from the Extraordinary Audit Implementation Steering Group on three issues at the meeting in May 2024 for discussion.

- i. A report containing proposed actions detailing how the Council can ensure there is evidence of impact as well as evidence of the completion of tasks in the Transformational Plan
- ii. A report containing proposed actions detailing how the Council can ensure there will be sufficient evidence of assuredness that longer term actions will remain a council priority.
- iii. A report containing a review of the risks associated with the Transformational Plan

Independent Advisor stated she has been meeting with Officers, seeing reports and Chairing the Working Group and is confident all the actions mentioned are happening. Independent Advisor stated it is more appropriate she gives assurance that what is being said is accurate and provided clarity on her role.

Independent Advisor provided a summary of the meeting held with the Department for Communities, stating that although there are some challenges for Council, the overall feeling from the Department for Communities is positive. Independent Advisor stated the next step is to hold a workshop with Elected Members to gain their views on how work being completed can be evidenced in the long term.

The Chief Executive commented that the evidencing of changes in practice ties in with other work being completed and this can be reviewed and fed back to Elected Members.

Alderman Scott commented that it is good to see progress and that the Department for Communities is pleased with the work being done. Alderman Scott commented that the work has already been started before the Audit and progress within the Finance Committee can be seen. Alderman Scott expressed frustration in having to go through this process when work had already started, Council would have got there albeit at a different timescale.

Independent Advisor stated the Head of Human Resources and Operational Development had expressed similar comments as Alderman Scott in relation to the work being completed already just at a different pace.

Proposed by Alderman Scott
Seconded by Alderman Boyle and

AGREED – to recommend to Corporate Policy and Resources Committee that the Transformation Programme Implementation Oversight Panel receive reports from the Extraordinary Audit Implementation Steering Group on three issues at the meeting in May 2024 for discussion.

- i. A report containing proposed actions detailing how the Council can ensure there is evidence of impact as well as evidence of the completion of tasks in the Transformational Plan
- ii. A report containing proposed actions detailing how the Council can ensure there will be sufficient evidence of assuredness that longer term actions will remain a council priority.
- iii. A report containing a review of the risks associated with the Transformational Plan

In response to questions the Independent Advisor the reports will be available.

6. REPORTS TO COUNCIL COMMITTEE

The Chief Executive commented on governance within the Council confirming how governance is already in place within the Council Committee structures. The Department for Communities would like to see the Implementation Panel being more involved, the Chief Executive stated there will be a running report presented which will reflect what is happening and will provide assurance that Council is doing what is expected. The Chief Executive confirmed that everything is joined up throughout the Committees.

The Director of Corporate Services confirmed the governance practices in place within her Directorate, that a monthly review is presented to the Land and

Property Sub Committee, which is presented to the Corporate Policy and Resources Committee and the Full Council Meeting. It was also confirmed that record keeping is a stand-alone item on the agenda for the Corporate Policy and Resources Committee meeting. The Audit Committee is an additional level of scrutiny.

Alderman Boyle commented that Elected Members on the Transformation Programme Implementation Oversight Panel are also on other Committees and can see the joined-up approach.

Alderman Scott commented if Councillors are interested, they can read all the reports.

7. DATE OF NEXT MEETING

The date of the next meeting will be on the 13 May 2024 at 6pm.

MOTION TO PROCEED '*IN PUBLIC*'

Proposed by Alderman Knight McQuillan
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 6.36pm

Chair