

**TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL  
MEETING HELD MONDAY 18 NOVEMBER 2024**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
<b>1.</b>	Welcome and Introduction	<b><i>Received</i></b>
<b>2.</b>	Apologies	<b><i>None</i></b>
<b>3.</b>	Declarations of Interest	<b><i>Elected Members – None Officers – The Chief Finance Officer</i></b>
<b>4.</b>	Minutes of Transformation Programme Implementation Oversight Panel meeting held Monday 10 October 2024	<b><i>Confirmed as a correct record</i></b>
	<b>For Confidential Consideration (Items 5 - 7 inclusive)</b>	
<b>5.</b>	Project Closure Report	<b><i>To recommend that Council notes the content of this report, accepts Closure of the Transformation Action Plan and agrees the forward-looking actions</i></b>
<b>6.</b>	Independent Advisor – Final Report	<b><i>To recommend that Council note the report</i></b>
<b>7.</b>	Reports to Council Committee	<b><i>Noted</i></b>

**MINUTES OF THE PROCEEDINGS OF THE  
TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT  
PANEL HELD VIA VIDEO CONFERENCE ON MONDAY 18 NOVEMBER 2024  
AT 6.02PM**

**In the Chair:** Alderman Boyle (Vice Chair)

**Members Present:** ~~Alderman Fielding~~, <sup>1</sup>Knight McQuillan, Scott;  
Councillors Nicholl and Peacock; Councillor Storey

**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

Press 1no.

**1. WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**2. APOLOGIES**

The Chair advised Councillor Peacock would arrive late to the meeting.

There were no apologies recorded.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest from Elected Members.

The Chief Finance Officer declared an interest.

**4. MINUTES OF TRANSFORMATION PROGRAMME IMPLEMENTATION  
OVERSIGHT PANEL MEETING HELD MONDAY 14 OCTOBER 2024**

Summary, previously circulated.

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<sup>1</sup> CP&R 241126 / CM 241203 Amended, Councillor Storey was in attendance

**AGREED** – that the Minutes of the Transformation Programme Implementation Oversight Panel meeting held Monday 14 October 2024 are confirmed as a correct record.

**MOTION TO PROCEED ‘IN COMMITTEE’**

Proposed by Councillor Storey  
Seconded by Alderman Scott and

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

\* **Press left the meeting 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.***

**5. PROJECT CLOSURE 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 and presented as read by the Chair.

The confidential report provided information on the following:

- Project Description and Context
- Project Scope
- Governance Structures
- Project Accomplishments
  - Leadership
  - Governance
  - Culture & Relationships
  - Financial Governance
  - Land & Property
  - Record Keeping & Information Management
- Management of Risk and Issues
- The Independent Advisor
- Reporting to Department for Communities (DfC)
- Moving Forward
  - Senior Management Team meetings
  - Organisational “Health Check”
  - Organisation Structural Review
- Future Reporting
- Thank you

## **Recommendation**

It is recommended that Council notes the content of this report, accepts Closure of the Transformation Action Plan and agrees the forward-looking actions.

Councillor Storey registered his disappointment that, after two years, they still did not know who had initiated this, that the Department had hid the Elected Member who wrote to the Minister to initiate the Extraordinary Audit. Councillor Storey stated they still did not have the accurate financial costs for the process, Officers' time and total cost to Council. Councillor Storey thanked the Independent Advisor and everyone who had contributed.

Alderman Boyle stated that, having lived through the first Term, she was pleased with the positive outcomes from the Extraordinary Audit, and having attended the Mandatory Scrutiny and Challenge Training, issues could have been dealt with earlier. Alderman Boyle thanked all involved.

Proposed by Councillor Storey  
Seconded by Councillor Peacock and

**AGREED** – to recommend that Council notes the content of this report, accepts Closure of the Transformation Action Plan and agrees the forward-looking actions.

- \* **Councillor Peacock arrived at the meeting at 6.06pm during consideration of the Item.**
- \* **Alderman Knight-McQuillan arrived at the meeting at 6.07pm during consideration of the Item.**

## **6. INDEPENDENT ADVISOR – FINAL REPORT**

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

### **Purpose of Report**

This report is the Final update report of the independent adviser appointed to support, challenge, and scrutinise the transformation programme and its implementation. This report is provided to the Department for Communities and to the Oversight Panel at Causeway Coast and Glens as agreed in the specification of the role.

The confidential report provided information on the following:

- Background
- Progress To Date

- Next Steps
- Summary

Independent Advisor thanked everyone involved, including the Sub Committee for the great work with Council which she stated was impressive, over a short period of time.

Alderman Boyle stated the Scrutiny and Challenge Training had been good, she cited positive aspects within the report, thanked the Independent Advisor, Directors, the Sub Committee, Chair, Councillor Peacock and all involved in the work.

Councillor Storey stated it would be advantageous for the Department to interact with Council, he queried whether there was a sense there were lessons learned from the Department.

Independent Advisor outlined the relationship with the Department and meetings between herself, the Performance and Transformation Officer and the Department, she stated the Department had explained they would not get the two items over the line.

The Performance and Transformation Officer concurred that relationships had developed over time, and all had benefitted from monthly meetings.

The Chief Executive outlined his relationship with the Department, he stated the approach taken was to drive forward, with limited resources and demanding day jobs. The Chief Executive thanked the Independent Advisor, Performance and Transformation Officer and credited delivery to the Workstream Leads.

Proposed by Councillor Storey  
Seconded by Alderman Knight-McQuillan and

**AGREED** – to recommend that Council note the report.

## **7. REPORTS TO COUNCIL COMMITTEE**

The Chief Executive advised the minutes of the Transformation Programme Implementation Oversight Panel would be recommended to the Corporate Policy and Resources Committee and put forward to Council in December 2024.

### **MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Storey  
Seconded by Alderman Scott and

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

The Chair thanked the efficient, constructive Sub Committee, advising she was pleased to be on it and to have the Chief Executive and Directors and all people involved, that it had been very helpful.

This being all the business, the Chair thanked everyone for their attendance and the meeting concluded at 6.22pm.

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Chair