

**TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL  
MEETING HELD MONDAY 9 SEPTMEBER 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 12 August 2024	<b><i>Confirmed as a correct record</i></b>
	<b>For Confidential Consideration (Items 5 - 9 inclusive)</b>	
<b>5.</b>	Action Plan Update	<b><i>Noted</i></b>
<b>6.</b>	Workstream Updates	<b><i>Noted</i></b>
<b>7.</b>	Independent Advisor – Update Report	<b><i>Noted</i></b>
<b>8.</b>	Organisation Structural Review – LG Staff Commission	<b><i>Noted</i></b>
<b>9</b>	Reports to Council Committee	<b><i>Noted</i></b>
<b>10</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (0))	<b><i>None</i></b>
<b>11</b>	Date of Next Meeting - Monday 14 October 2024 6.00pm, The Council Chamber and via MS Teams	<b><i>Monday 14 October 2024 at 6.00 pm</i></b>

**MINUTES OF THE PROCEEDINGS OF THE  
TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT  
PANEL HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS AND  
VIA VIDEO CONFERENCE ON MONDAY 9 SEPTEMBER 2024 AT 6.09PM**

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

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

D Stewart, Director at Local Government Staff  
Commission (R)

**Officers Present:** D Jackson, Chief Executive (R)  
A McPeake, Director of Environmental Services (R)  
D Wright, Chief Finance Officer (R)  
J McCarron, Performance Manager (R)  
I Owens, Committee & Member Services Officer (C)

**In Attendance:** Press 1 (no) (R)

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

**1. WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**2. APOLOGIES**

The Chief Executive advised that the Director of Corporate Services would not be in attendance.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest from Elected Members.

The Chief Executive 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 12 AUGUST 2024**

Summary, previously circulated.

**AGREED** – that the Minutes of the Transformation Programme Implementation Oversight Panel meeting held Monday 12 August 2024 are confirmed as a correct record.

**MOTION TO PROCEED ‘IN COMMITTEE’**

Proposed by Alderman Boyle  
Seconded by Councillor Storey and

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

\* **The Press left the meeting remotely at 6:05pm**

***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 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.

Further detail was provided within the confidential report.

The Chief Executive felt it was positive that of the 103 actions recommended 76 were completed with 25 on course and said that he held a high degree of confidence of achieving completion by the October deadline.

The Chief Executive advised that D Stewart would update the Sub Committee at Item 8 in relation to the Organisational Review, the outworkings of which would be considered at the Corporate Policy and Resources Committee.

The Chair congratulated and commended Officers for the tremendous work undertaken and spoke of her disappointment that the 2 outstanding actions sat with the Department for Communities.

Sub-Committee noted the report.

**6. WORKSTREAM UPDATES**

## **Leadership/ Culture and Relationships/ Record Keeping and Land and Property**

In relation to the Organisation Structural Review work the Chief Executive said that good engagement with Trade Union Representatives continued and that wider engagement would be taking place with Elected Members.

The Chief Executive said that during the summer recess headway was made progressing some very detailed recommendations in relation to Land and Property. Overall, significant progress had been made against all 4 of these workstreams during summer recess.

### **Governance**

The Director of Environmental Services advised that out of 30 recommendations 23 were completed with 7 on course for completion with 2 more ie G24 and G25 now also completed. The Director of Environmental Services advised that the meeting with Trade Union Representatives had been cancelled thus actions not fully signed off and that G10 and G13 sat with Democratic Services with G33, 34 and 37 linked to Audit.

The Director of Environmental Services said he was confident that by the end of September all actions would be completed or almost completed.

### **Financial Governance**

The Chief Finance Officer advised there were no major updates with 2 actions remaining outstanding sitting with the Department for Communities.

The Chief Finance Officer advised that he would be in communication with the Department for Communities tomorrow and would be in a position to update the Finance Committee on Thursday 12 September.

At the request of Councillor Storey, the Chief Finance Officer advised that the Department for Communities had initially advised that progress was in accordance with agreed timelines. He further advise that the recent position is that the Department was in discussion with SOLACE and Loal Government Staff Commission (LGSC) regarding the rolling out of guidance notes and provision of a training resource to all Councils.

The Chief Executive advised that SOLACE did not have any decision making powers or resources to offer to the Department in light of the outstanding recommendations.

At the request of Councillor Nicholl the Chief Finance Officer agreed to advise the Department for Communities that SOLACE did not have any decision making powers or resources. Councillor Peacock concurred with Councillor Nicholl's remarks and asked the Chief Finance Officer to express the disappointment and frustration of Elected Members at the timeline for completion of relevant actions.

### **Risk Register/Issues Log**

The Performance Manager said that although time was running out, he was positive and confident that the work being undertaken by Senior Officers would see the actions coming to fruition.

The Performance Manager said that in relation to the Organisational Review, engagement was ongoing with Trade Union Representatives and Elected Members.

The Performance Manager confirmed that the 2 recommendations which sat with the Department for Communities were outside of the control of Causeway Coast and Glens Borough Council.

The Performance Manager spoke of the positive picture pre-summer and that work, which continued during recess, allowed progress and referred to communications from the Independent Advisor who said she had a high level of confidence with no risk causing significant concern.

Sub Committee noted the updates.

## **7. INDEPENDENT ADVISOR – UPDATE REPORT**

Confidential report, previously circulated, was presented as read, by the Chief Executive in the absence of the Independent Advisor.

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

Further detail was provided within the confidential report.

Sub Committee noted the update.

## **8. LOCAL GOVERNMENT STAFF COMMISSION NI UPDATE**

LGSC Director provided a verbal update to the Committee as follows:-

- The Chief Finance Officer will receive an update when speaking to the Department for Communities tomorrow and it is the case that SOLACE have no decision making powers as discussed earlier in the meeting.
- Since the last Transformation Programme Implementation Oversight Panel meeting in August work has been ongoing regarding the Structural Review with staff Tiers 2, 3 and 4. The outcome of consultation with Trade Union Representatives is largely that they seek assurance of sufficient resourcing for any review.
- The diagnostic phase is now completed which included engagement with all tier 2 staff, 70% of tier 3 and 72% of tier 4 staff.
- Presentations have been made to Senior Management Team and dates to be confirmed for dissemination to Political Parties, Elected Members and Council Staff.
- Final reporting will take place in October which is fairly ambitious with no expectation of full implementation by the end of October.

## **9. REPORTS TO COUNCIL COMMITTEE**

The Chief Executive stated the minutes of this Sub Committee meeting will be presented to Full Council meeting in October 2024 by which time more progress is likely to have been made through the Corporate Policy and Resources Committee.

## **10. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (0))**

There were no items of Any Other Relevant Business.

## **11. DATE OF NEXT MEETING: OVERSIGHT PANEL – MONDAY 14 OCTOBER, 6.00PM**

**AGREED** – to recommend that Corporate Policy and Resources Committee approve the date of the next meeting as Monday 14 October 2024 at 6.00pm.

This being all the business, The Chair thanked everyone for their attendance and the meeting concluded at 6:30 pm

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Chair