

Clerk and Chief Executive of each District  
Council

Finance Branch  
6<sup>th</sup> Floor  
Goodwood House  
44-58 May Street  
BELFAST  
BT1 4NN

**Circular LG 19 / 08**

Telephone: 028 9025 6079  
Facsimile: 028 9025 6080  
Email: Marie.finnegan@doeni.gov.uk

Your reference:  
Our reference:

11 December 2008

Dear Chief Executive

## **TRANSITION COMMITTEES / TRANSITION MANAGEMENT TEAMS – FUNDING PACKAGE**

1. The purpose of this circular is to provide district councils with some details about the funding package to which the Minister of the Environment, Sammy Wilson, referred when he recently outlined how the transition from 26 to 11 councils would be handled. Local Government Circular, LG 16/08 issued on 28 October 2008.
2. Article 7 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 2002, provides for “Other grants to councils”. The Department has decided that up to a maximum amount of £150,000 per annum (pro rata for 2008 / 2009) will be allocated to the lead council to assist each of the eleven Transition Committees and Change Management Team carry out its change management and programme management duties. The terms and conditions of this grant have been approved by the Department of Finance and Personnel.
3. When constituent councils have -
  - nominated members of their Transition Committee – (names, parties and district councils);
  - appointed officers of their Transition Management Team (names, councils etc);
  - agreed on the lead council and nominated the contact (ie for purposes of the budget, banking, and other finance-related matters);
  - agreed on the date of their first meeting (ie date of establishment of the Transition Committee),all of these details should be forwarded to the Department by the lead councils,

without delay.

4. In recognition of the additional responsibility involved, members of the Transition Committee should be paid an allowance of £2,700 per annum (pro rata for 2008 / 2009) (which is the current rate payable to members of the Strategic Leadership Board and the Policy Development Panels). In addition, expenses may be claimed and travelling will be paid in accordance with the rates determined by the Department under the Local Government (Travelling and Subsistence Allowances to Councillors) (No 2) Regulations (Northern Ireland) 1973, as amended. No allowance has been made for substitute members.
5. As councils hold personnel details of their members, allowances and expenses should be paid, in the first instance, by individual councils. Claims should be co-ordinated by the lead council and submitted to the Department for payment.
6. The salary and expenses of the Change Management Officer and any support costs directly associated with the Change Management Team (such as secretarial or consultancy support) should be reimbursed from the grant allocation by the lead council.
7. When the lead council has confirmed establishment of the Transition Committee; the Department's Letter of Offer has been accepted; and when all necessary details have been provided, the allowances and salaries element of the grant will be paid quarterly, in advance (based on annual allowances and salaries). A claim should be forwarded to the Department for all other expenditure supported by copy invoices etc, at the end of each financial year. Every effort will be made to turn around these claims quickly.
8. The Department will reconcile actual expenditure for allowances and salaries with quarterly advances made throughout the year and any necessary adjustment will be made to the claim submitted at the end of the financial year.
9. This grant will be the subject of audit by both the Northern Ireland Audit Office and Local Government Audit. The Department and the lead council, therefore, must ensure that the grant is used for its intended purpose and will be expected to produce evidence of documentation for audit trail.
10. Should you need further details or clarification on any of the information in this circular, you should contact Marie Finnegan, Local Government Policy Division, on telephone 028 9025 6079 or email [marie.finnegan@doeni.gov.uk](mailto:marie.finnegan@doeni.gov.uk).

Yours faithfully



**MFT FINNEGAN (MISS)**

cc: All Finance Officers of district councils  
Mr J Buchanan, Chief Local Government Auditor