

LOCAL GOVERNMENT REFORM PROGRAMME

MONTHLY PROGRAMME PROGRESS REPORT

DETAILED REPORT

MONTH: FEBRUARY, 2010

Issued: 18 FEBRUARY, 2010

## SECTION A: DETAILED UPDATE ON HIGH LEVEL MILESTONES

The following sections provide a detailed progress update on the individual high level milestones of the Local Government Reform Programme. This section has been informed by updates from the various Panels and Transition Committees.

### Milestone 1: Statutory Formation of Transition Committees in place

<b>Description:</b>	The 11 Transition Committees plan and prepare key activities to make sure there are 11 effective councils in place for the changeover date in 2011. Statutory status will empower the Transition Committees to make law binding decisions.
<b>Update:</b>	The enabling power for the establishment of Statutory Transition Committees (the Local Government (Miscellaneous Provisions) Bill) is expected to come into operation in March 2010. The Statutory Transition Committee Regulations will be laid in the Assembly when the Local Government (Miscellaneous Provisions) Bill has come into operation and the Local Government (Boundaries) Order has been agreed by the Assembly.

### Milestone 2: Final decision on boundaries - Local Government (Boundaries) Order (NI) 2010

<b>Description:</b>	On 22 June 2009 the Local Government Boundaries Commissioner (LGBC) presented his final recommendations report, which included recommendations on the number, boundaries and names of the local government districts and wards, to the Minister of the Environment. The report was published on 26 June 2009.
<b>Update:</b>	Subject to Executive agreement, the Order will be laid in the Assembly in March 2010.

### Milestone 3: Finalise functions to be transferred

<b>Description:</b>	On 31 March 2008 Minister Arlene Foster announced a suite of functions for transfer from central to local government. Subsequent cross sectoral engagement resulted in Ministerial approval (Autumn
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	2009) of marginal changes to the suite of functions originally identified to transfer.
<b>Update:</b>	Constructive discussions have been ongoing over recent months to scope the detail of the transferring functions with regard to resources etc and to identify those issues which require further clarification prior to transfer.

**Milestone 4: Completion of Local Government (Miscellaneous Provisions) Bill comes into force – severance packages etc**

<b>Description:</b>	The main purposes of the Bill are: To clarify the power of district councils to enter into long-term service contracts with the private sector; to enable councils to acquire land otherwise than by agreement; to enable the Department to make preliminary arrangements for the reorganisation of local government.
<b>Update:</b>	The Bill will have completed its Assembly Stages by the end of February 2010 and is expected to receive Royal Assent in March 2010.

**Milestone 5: Development of Customer Focused Approach to Service Delivery**

<b>Description:</b>	Customer Focused Approach to Service Delivery.
<b>Update:</b>	First consideration at Regional Transition Co-ordinating Group on 4 March 2010. Action to follow.

**Milestone 6: Finance and Estates Policy implementation**

<b>Description:</b>	Implementation of policy on finance and estates issues, to aid a successful, seamless move to a new council structure and the transfer of functions from central to local government.
<b>Update:</b>	Model transfer schemes for the transfer of assets and liabilities to the 11 new councils are being developed by the Department in consultation with both Central Government and the Transferring Departments. Processes are being put in place to ensure the operational and legislative requirements to enable Statutory Transition Committees to strike the 2011/2012 district rates. Funding and rating issues are being considered by DoE/DFP.

**Milestone 7: Introduction of the Local Government (Reorganisation) Bill**

<b>Description:</b>	The main purpose of the Bill is to update the local government legislative framework to reflect and give effect to the Executive's decisions on the reorganisation of local government.
<b>Update:</b>	Awaiting Executive endorsement of policy proposals and approval to consult. Scheduled for May 2010.

**Milestone 8: Local Government (Reorganisation) Bill comes into force**

<b>Description:</b>	The main purpose of the Bill is to update the local government legislative framework to reflect and give effect to the Executive's decisions on the reorganisation of local government.
<b>Update:</b>	Awaiting Executive endorsement of policy proposals and approval to consult. Scheduled to come into force March 2011.

**Milestone 9: Top Management Team in Place for All Councils**

<b>Description:</b>	The Local Government Reform Joint Forum has been charged with the development of a system for filling posts in the new council structures. This includes the senior management team.
<b>Update:</b>	The Forum is in discussion with Senior Counsel in relation to the system for filling new posts, and advice received has been considered. The Forum are currently updating the draft system for filling new posts based on this advice. The draft will be considered further before reporting back to the Minister. The Forum is currently finalising a job description and related recruitment documentation for Chief Executive appointments to the new councils.

**Milestone 10: Legislation on functions to be transferred**

<b>Description:</b>	Bills include the Planning Reform Bill, the Urban Regeneration and Housing Bill and the Roads (Functions of District Councils) Bill.
<b>Update:</b>	The Planning Reform Bill - A paper outlining final policy proposals is scheduled to be forwarded for consideration at 11 February meeting of the Executive.

	<p>Urban Regeneration and Housing Bill - Subject to Executive agreement, it is anticipated that an eight week consultation on the Bill will commence in March 2010</p> <p>Roads (Functions of District Councils) Bill - Subject to Executive agreement, an eight week consultation on the Bill is scheduled for mid-March 2010</p>
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**Milestone 11: Staff Transfer Structure, Plan and arrangements agreed for all Councils**

<b>Description:</b>	The Local Government Reform Joint Forum has been charged with the development of a Staff Transfer Scheme.
<b>Update:</b>	The Forum is currently finalising a draft Staff Transfer Scheme and it is envisaged that this will go out for consultation in the coming months.

**Milestone 12: New Councils formally take office**

<b>Description:</b>	Programme to be implemented by May 2011.
<b>Update:</b>	Programme to be implemented by May 2011.

## SECTION B: DETAILED UPDATE ON COUNCIL PROGRESS

This section provides a detailed overview of the progress of Transition Committee and Policy Development Panel actions. An update is provided for each individual Transition Committee and is informed by the Transition Committee. Progress is measured against the Advice provided by the DOE on the 26 areas of action.

## ANTRIM; NEWTOWNABBEY

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Implementation actions completed against original milestones. Awaiting further guidance from Department on updated timeframe.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Finance Project Team established. Initial scoping work undertaken.
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	High level scope completed. Convergence plan subject to revised strategic framework from Department.
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Communication Plan agreed by the Transition Committee in August 09.
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	01/04/11	01/04/11	Awaiting financial resource from Department.
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	To be progressed separately by the two management teams.
7	Complete Final Residual Activities	30/11/11	30/11/11	Not yet commenced. To be progressed as part of local project team.

8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Not yet commenced. To be progressed as part of local project team.
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Not yet commenced. To be progressed as part of local project team.
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Currently being examined as part of the local project team structure.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Progressing with local community planning event in February 2010. Awaiting further guidance from Department on the CP Foundation Programme.
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	Awaiting progress / guidance from the Department
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Awaiting progress / guidance from the Department
14	Administrative Support	31/05/10	31/05/10	Awaiting progress / guidance from the Department
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Cannot proceed until further progress / guidance from the Department.
16	Complete Staff handover	30/05/11	30/05/11	Cannot proceed until further progress / guidance from the

				Department.
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Will be examined as part of the local project team.
18	Completion of Transfer Plans	28/02/11	28/02/11	Cannot proceed until further progress / guidance from the Department.
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Will be examined as part of the local project team.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Will be examined as part of the local project team.
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Will be examined as part of the local project team.
22	Establish Rate	28/02/11	28/02/11	Will be determined by the Statutory Transition Committee.
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Will be examined as part of the local project team.
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Will be examined as part of the local project team.
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with	30/11/10	30/11/10	Awaiting progress / guidance from the Department

	identified improvements and efficiencies			
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Will be examined as part of the local project team.

## ARDS; NORTH DOWN

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Draft plan developed, primarily based on tasks, milestones. Awaiting confirmation of implementation date prior to finalisation of plan
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	'Finance' project team established and financial plan to be developed as part of project
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	Initial gap analysis work conducted across councils to ascertain extent of differences. Key issues to be progressed as part of project.
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Joint communication strategy drafted for approval by Transition Committee.
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery****)	01/04/11	01/04/11	Not yet commenced – to be progressed as part of local project.
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	Not yet commenced – to be progressed as part of local project.
7	Complete Final Residual	30/11/11	30/11/11	Not yet commenced – to be

	Activities			progressed as part of local project.
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Not yet commenced – to be progressed as part of local project.
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Not yet commenced – to be progressed as part of local project.
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Not yet commenced – to be progressed as part of local project.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Awaiting guidance / progress from centre.
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	Awaiting guidance / progress from centre.
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Awaiting guidance / progress from centre.
14	Administrative Support	31/05/10	31/05/10	Awaiting guidance / progress from centre.
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Not yet commenced – to be progressed as part of local project.
16	Complete Staff handover	30/05/11	30/05/11	Not yet commenced – to be progressed as part of local project.
	Advisory Note ref 15 -	Task		

	Estates and Accommodation Strategy	Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Not yet commenced – to be progressed as part of local project.
18	Completion of Transfer Plans	28/02/11	28/02/11	Not yet commenced – to be progressed as part of local project.
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Not yet commenced – to be progressed as part of local project.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Not yet commenced – to be progressed as part of local project.
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Not yet commenced – to be progressed as part of local project.
22	Establish Rate	28/02/11	28/02/11	Not yet commenced – to be progressed as part of local project.
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Not yet commenced – to be progressed as part of local project.
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Not yet commenced – to be progressed as part of local project.

25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	PID and draft plan developed - implementation plan to be further developed and approved following confirmation of implementation date
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Initial discussions with insurance partners - To be progressed as part of local project.

## ARMAGH; BANBRIDGE; CRAIGAVON

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Completed and approved by TC
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Ongoing through work of Finance Project Team
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	Ongoing
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Completed and approved by TC
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery****)	01/04/11	01/04/11	Ongoing
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	Not yet commenced - Individual Councils to progress
7	Complete Final Residual Activities	30/11/11	30/11/11	Not yet commenced - Individual Councils to progress
8	Advisory note ref 9 - Creation	30/11/10	30/11/10	Not yet commenced

	of Service Delivery Plans			
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Initial work commenced through Governance Project Team
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Ongoing through work of I.T. Project Team
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Community Planning Sub-group established
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	Awaiting central government action
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Awaiting central government action
14	Administrative Support	31/05/10	31/05/10	Awaiting central government action
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Initial work commenced through HR Project Team
16	Complete Staff handover	30/05/11	30/05/11	Work not yet commenced
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Ongoing through work of Estates Project Team

18	Completion of Transfer Plans	28/02/11	28/02/11	Work not yet commenced
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Ongoing through Finance Project Team
20	Agreement of Prepared Budget	28/01/11	28/01/11	Not yet commenced
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Not yet commenced
22	Establish Rate	28/02/11	28/02/11	Not yet commenced
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Ongoing
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Not yet commenced
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Not yet commenced
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Ongoing - Finance and Procurement Project Team

## BALLYMENA; CARRICKFERGUS; LARNE

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	short term plan created and work in progress
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	work commenced - finance workgroup in place
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	work commenced - various workgroups in place and reporting to VTC
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	DOE communication strategy considered by VTC and interim strategy adopted
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery****)	01/04/11	01/04/11	some capacity building arrangements discussed with transferring functions
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	not commenced
7	Complete Final Residual Activities	30/11/11	30/11/11	not commenced
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	not commenced

9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	not commenced
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	workgroup formed - procurement of Network NI in progress
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	workgroup formed to consider community planning for new council area
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	
13	HR and Finance Officers recruitment	31/05/10	31/05/10	
14	Administrative Support	31/05/10	31/05/10	
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	LGRJF "RPA Staff Severance Scheme for Local Gov" considered by VTC
16	Complete Staff handover	30/05/11	30/05/11	
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Estates strategy workgroup formed - meetings to be arranged
18	Completion of Transfer Plans	28/02/11	28/02/11	
	Advisory Note ref 16 - Budget Planning and Financial	Task Group –		

	Management System	Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Existing systems compared - 2010/11 rates increase compared
20	Agreement of Prepared Budget	28/01/11	28/01/11	
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	
22	Establish Rate	28/02/11	28/02/11	
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Workgroup formed to produce combined assets and liabilities list
24	Completion of transfer plan for implementation	28/02/11	28/02/11	not commenced
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	not commenced
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	not commenced

## BALLYMONEY; COLERAINE; LIMAVADY; MOYLE

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Plan created and now under review again
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Sub Group established. Financial strategic review in progress
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	Strategic framework research undertaken. Convergence plans to be initiated
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Communication strategy agreed and in operation across cluster
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery****)	01/04/11	01/04/11	Planning to engage consultants to develop a good practice model
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	This work is currently in progress
7	Complete Final Residual Activities	30/11/11	30/11/11	Not yet commenced
8	Advisory note ref 9 - Creation	30/11/10	30/11/10	Not yet commenced

	of Service Delivery Plans			
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Not yet commenced
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Not yet commenced
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	BIG Lottery application in place. Awaiting DoE update re foundation programme
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	Awaiting DoE Guidance
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Awaiting DoE Guidance
14	Administrative Support	31/05/10	31/05/10	Awaiting DoE Guidance
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Not yet commenced
16	Complete Staff handover	30/05/11	30/05/11	Not yet commenced
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Not yet commenced
18	Completion of Transfer Plans	28/02/11	28/02/11	Not yet commenced
	Advisory Note ref 16 - Budget	Task		

	Planning and Financial Management System	Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Not yet commenced
20	Agreement of Prepared Budget	28/01/11	28/01/11	Not yet commenced
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Not yet commenced
22	Establish Rate	28/02/11	28/02/11	Not yet commenced
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Not yet commenced
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Not yet commenced
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Not yet commenced
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Not yet commenced

## BELFAST

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Short-Terms Implementation (Transition) Plan created and endorsed by Transition Committee and Transition Management Team. Continued implementation of agreed programme of work.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Incorporated within RPA implementation plan and programme as part of Terms of Reference for Finance Project Team.
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	Engagement mechanisms put in place with the Transition Committee for Lisburn and Castlereagh and baseline scoping being undertaken by joint project teams to identify and plan for the convergence of strategies, plans, programmes and projects and the harmonisation of service standards
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Communication strategy developed and implementation is ongoing e.g. member and staff briefings; information bulletins issued; ongoing

				engagement with key stakeholders; information portal in place; City Matters issued to all citizens of Belfast etc..
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	01/04/11	01/04/11	Capacity building programme for Members and officers incorporated within RPA Implementation Plan and being progressed by Human Resources Project Team. A Staff Workforce Development Strategy and Members' Development Programme developed and being rolled-out. Indicative activities to date include workshop, seminar and conference attendance; familiarisation training etc.
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan (date needs reviewed finish may11)	31/08/09	31/08/09	Included and scheduled in implementation plan.
7	Complete Final Residual Activities	30/11/11	30/11/11	No progress to-date.
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Initial BCC service audit completed. Work underway with the Transition Committee for Lisburn and Castlereagh to complete baseline service audit to

				inform future agreement on service delivery plans
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Customer Service Strategy developed and agreed. Implementation pending.
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Internal Belfast City Council ICT Strategy in place and being implemented. Convergence issues being explored as part of discussions with Transition Committee and Transition Management Team for Lisburn and Castlereagh.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Project Team established and taking forward developmental work around Community Planning and progressing consideration of the Community Planning Foundation Programme.
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
14	Administrative Support	31/05/10	31/05/10	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
	Advisory Note ref 14 - HR	Task		

	Staff transfer arrangements	Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
16	Complete Staff handover	30/05/11	30/05/11	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Awaiting guidance from Finance and Estates Implementation Group. Engaged in regional discussions on this issue. Internal Estates Strategy under development and inventory of property and assets completed.
18	Completion of Transfer Plans	28/02/11	28/02/11	Awaiting Guidance from Finance and Estates Implementation Group
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Incorporated within RPA implementation plan and programmed as part of Terms of Reference for Finance Project Team.
20	Agreement of Prepared	28/01/11	28/01/11	Incorporated within RPA

	Budget			implementation plan and programmed as part of Terms of Reference for Finance Project Team.
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Incorporated within RPA implementation plan and programmed as part of Terms of Reference for Finance Project Team.
22	Establish Rate	28/02/11	28/02/11	Incorporated within RPA implementation plan and programmed as part of Terms of Reference for Finance Project Team.
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Inventory of BCC assets and liabilities complete. Discussions with Transition Committee for Lisburn and Castlereagh ongoing.
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Incorporated within RPA implementation plan.
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Incorporated within RPA implementation plan.
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Incorporated within RPA implementation plan. Initial discussions with existing providers.

## CASTLEREAGH; LISBURN

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete. Plan created.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	On target. Task Team set up to address
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	On target. Task Team set up to address. Second strategy day planned 26/2/10.
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Complete. Comms Strategy approved.
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	01/04/11	01/04/11	Assigned to HR Task Team
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	Assigned to Finance Task Team
7	Complete Final Residual Activities	30/11/11	30/11/11	Assigned to Finance Task Team
8	Advisory note ref 9 - Creation	30/11/10	30/11/10	On target - Service Audit

	of Service Delivery Plans			Completed for all Functions
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Assigned to Strategy & Vision Task Team
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Action Plan completed. ICT options review planned for February.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Awaiting date for programme initiation.
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	Awaiting guidance - will not meet current deadlines
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Awaiting guidance - will not meet current deadlines
14	Administrative Support	31/05/10	31/05/10	Awaiting guidance - will not meet current deadlines
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Being taken forward by HR Task Team
16	Complete Staff handover	30/05/11	30/05/11	Being taken forward by HR Task Team
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of	31/12/10	31/12/10	Being taken forward by Finance Task Team. Estates

	property and costs			review in February.
18	Completion of Transfer Plans	28/02/11	28/02/11	Being taken forward by HR Task Team
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Being taken forward by Finance Task Team.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Being taken forward by Finance Task Team.
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Being taken forward by Finance Task Team.
22	Establish Rate	28/02/11	28/02/11	Being taken forward by Finance Task Team.
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Being taken forward by Finance Task Team. Initial audit completed.
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Being taken forward by HR Task Team
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Being taken forward by Admin Task Team.
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Being taken forward by Finance Task Team.

## COOKSTOWN; DUNGANNON AND SOUTH TYRONE; MAGHERAFELT

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete - Agreed at T/C meeting on 23rd September 2009
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	No progress as yet - Priority for Finance Team
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	Capital works identified - progress needed on operating costs, liabilities and commitments
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Strategy and Plan agreed at T/C on 23rd Sept 09
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery****)	01/04/11	01/04/11	Needs for Officers and Members identified - need programme
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	Clarity required on transferring functions
7	Complete Final Residual Activities	30/11/11	30/11/11	
8	Advisory note ref 9 - Creation	30/11/10	30/11/10	New Service Scoping in

	of Service Delivery Plans			progress
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	No progress as yet - Awaiting central guidance
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Initial meetings held - awaiting decision on Network NI
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Team being formed for Foundation programme
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	No progress - awaiting central guidance
13	HR and Finance Officers recruitment	31/05/10	31/05/10	No progress - awaiting central guidance
14	Administrative Support	31/05/10	31/05/10	No progress - awaiting central guidance
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Audit complete - awaiting central guidance
16	Complete Staff handover	30/05/11	30/05/11	Audit complete - awaiting central guidance
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of	31/12/10	31/12/10	No progress yet

	property and costs			
18	Completion of Transfer Plans	28/02/11	28/02/11	No progress yet
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	Thu 30/09/10	No progress yet - Priority for Finance Team
20	Agreement of Prepared Budget	28/01/11	28/01/11	
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	
22	Establish Rate	28/02/11	28/02/11	
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Work In progress
24	Completion of transfer plan for implementation	28/02/11	28/02/11	
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	No progress yet
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	No progress yet

## DERRY; STRABANE

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	The Transition Committee agreed a Vision for the new Council & supporting aims and objectives in July 2009.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Currently sharing and reviewing baseline information
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	An initial project plan (covering local government activities only) was presented to the Transition Committee in May 2009. As part of this project plan, work has been started on a Joint Corporate and Performance Plan
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	A communication strategy and details of a staff information sheet and presentation were provided to the Transition Committee in September 2009. To date, two joint staff bulletins have also been issued.
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	01/04/11	01/04/11	Leadership workshops for elected members were held in February 2009 and January 2010. Capacity building for officers is currently facilitated through

				the LGTG.
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan (date needs reviewed finish may11)	31/08/09	31/08/09	No work progressed
7	Complete Final Residual Activities	30/11/11	30/11/11	No work progressed
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Service delivery plans will be prepared following completion of Joint Corporate & Performance Plan
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Awaiting outcome of work of PDP B
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Meetings have taken place to establish current baseline and potential issues.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Awaiting further information on Community Planning Foundation Programme.
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	No work progressed
13	HR and Finance Officers recruitment	31/05/10	31/05/10	No work progressed
14	Administrative Support	31/05/10	31/05/10	No work progressed
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		

15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Date? Some work progressed on potential structure.
16	Complete Staff handover	30/05/11	30/05/11	Date? Some work progressed on potential structure.
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Approx 90% of inventory complete for SDC and 40% for DCC.
18	Completion of Transfer Plans	28/02/11	28/02/11	No work progressed
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Provisional agreement on payroll package. Discussions ongoing on software for financial system.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Preliminary work done - sharing of information on rates 2010/11
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Preliminary work done - sharing of information on rates 2010/11
22	Establish Rate	28/02/11	28/02/11	No work progressed
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	

24	Completion of transfer plan for implementation	28/02/11	28/02/11	No work progressed
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Dependant on progress of activity ID3
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	No work progressed

## DOWN; NEWRY AND MOURNE

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	S/T implementation plan developed, based on the key issues scoped at the local level and Circular LG 07/09. More detailed implementation plan currently being rolled out.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Programmed as part of terms of reference for Finance project team
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	30/06/10	Key convergence issues scoped and twelve project teams established to progress harmonisation and convergence.
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Joint communication strategy agreed. Work ongoing in respect of implementation.
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery****)	01/04/11	01/04/11	Series of workshops undertaken in respect of developing a transition management programme. Further capacity building issues programmed as part of the terms of reference of the Human Resources project team.
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not		

		Update		
6	Establish Winding Up plan (date needs reviewed finish may11)	31/08/09	31/08/09	No progress to-date - awaiting guidance from Department
7	Complete Final Residual Activities	30/11/11	30/11/11	No progress to-date - awaiting guidance from Department
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Programmed as part of terms of reference for project teams.
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Programmed as part of terms of reference for specific project team. CSE currently being progressed.
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Programmed as part of terms of reference for specific project team. Tender recently awarded to address key convergence issues.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	No progress to-date - awaiting guidance from Department
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	31/03/10	No progress to-date - awaiting guidance from Department
13	HR and Finance Officers recruitment	31/05/10	31/05/10	No progress to-date - awaiting guidance from Department
14	Administrative Support	31/05/10	31/05/10	No progress to-date - awaiting guidance from Department

	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Programmed as part of terms of reference for project teams but awaiting detailed guidance from Department
16	Complete Staff handover	30/05/11	30/05/11	Programmed as part of terms of reference for project teams but awaiting detailed guidance from Department
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy including inventory of property and costs	31/12/10	31/12/10	Programmed as part of terms of reference for specific Facilities Management project team.
18	Completion of Transfer Plans	28/02/11	28/02/11	Programmed as part of terms of reference for specific Facilities Management project team.
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	30/09/10	Programmed as part of terms of reference for Finance project team
20	Agreement of Prepared Budget	28/01/11	28/01/11	Programmed as part of terms of reference for Finance project team
21	Short Term Budget Plan (1-2	28/01/11	28/01/11	Programmed as part of terms

	Years) Agreed			of reference for Finance project team
22	Establish Rate	28/02/11	28/02/11	Programmed as part of terms of reference for Finance project team
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Programmed as part of terms of reference for Finance project team
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Programmed as part of terms of reference for Finance project team
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Programmed as part of terms of reference for specific project team
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Some initial discussions with existing providers. Programmed as part of terms of reference for Finance project team

## FERMANAGH; OMAGH

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Short-term plan created. Review of dates necessary.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	TBC	Initial work underway. Progress impeded by ongoing uncertainty
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	TBC	Initial work underway. Progress impeded by ongoing uncertainty
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Strategy and Plan in place. Review required prior to statutory phase.
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery****)	01/04/11	TBC	Update required on progress of regional Implementation Plan.
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	TBC	Slippage due to delay in statutory phase.
7	Complete Final Residual Activities	30/11/11	30/11/11	Urgent confirmation required of overall programme timetable.
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	TBC	Slippage due to delay in statutory phase and

				appointment of key staff
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	TBC	Slippage due to delay in statutory phase and appointment of key staff
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	TBC	Slippage due to delay in statutory phase and appointment of key staff
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	TBC	Further guidance required on LG 19/09 CP Foundation Programme
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	31/03/10	TBC	Slippage due to delay in statutory phase.
13	HR and Finance Officers recruitment	31/05/10	TBC	Slippage due to delay in statutory phase.
14	Administrative Support	31/05/10	TBC	Slippage due to delay in statutory phase.
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	TBC	Slippage due to delay in statutory phase and appointment of key staff
16	Complete Staff handover	30/05/11	30/05/11	Urgent confirmation required of overall programme timetable.
	Advisory Note ref 15 - Estates and Accommodation Strategy	Task Group – Do not Update		
17	Creation of Estates Strategy	31/12/10	31/12/10	Initial work commenced on

	including inventory of property and costs			compiling inventory.
18	Completion of Transfer Plans	28/02/11	TBC	Urgent confirmation required of overall programme timetable.
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	30/09/10	TBC	Slippage due to delay in statutory phase and appointment of key staff
20	Agreement of Prepared Budget	28/01/11	TBC	Slippage due to delay in statutory phase and appointment of key staff.
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	TBC	Slippage due to delay in statutory phase and appointment of key staff.
22	Establish Rate	28/02/11	28/02/11	Urgent confirmation required of overall programme timetable.
	Advisory Note ref 17 - Assets and Liabilities Management	Task Group – Do not Update		
23	Detailed Inventory of assets and list of Liabilities	31/05/10	31/05/10	Initial work commenced on compiling inventory.
24	Completion of transfer plan for implementation	28/02/11	TBC	Urgent confirmation required of overall programme timetable.
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	TBC	Slippage due to delay in statutory phase and appointment of key staff

26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	TBC	Slippage likely due to delay in statutory phase.
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## POLICY DEVELOPMENT PANEL A

ID	Action	Original Date	Due Date	Comment
1	Develop proposals on governance, community planning & central/local government relations	01/07/08	31/10/08	Complete
2	Submit policy proposals to the Strategic Leadership Board	07/11/08	07/11/08	Complete
3	Develop guidance on governance arrangements for statutory Transition Committees	01/11/08	31/03/09	Complete
4	Develop programme of activities to support future introduction of community planning	01/03/09	30/09/09	Complete
5	Develop guidance to support new governance arrangements	01/10/09	31/03/10	Planned
6	Develop concordat to underpin formalisation of central/local government relations	01/10/09	30/04/10	Planned
7	Finalise arrangements for community planning activities	01/10/09	31/03/10	Planned

## POLICY DEVELOPMENT PANEL B

ID	Action	Original Date	Due Date	Comment
1	Agreement of the transition IS Strategy	01/01/08	31/05/09	Complete
2	Development of a Procurement Strategy for the Councils	01/07/08	30/04/10	Planned
3	Develop policy proposals on Service Delivery & Performance Improvement	01/11/08	28/02/09	Complete
4	Network NI - agreement of implementation pilots for councils	01/11/08	31/07/09	Complete
5	Development of guidance to support Service Delivery & Performance Improvement	01/03/09	31/03/10	Planned
6	Development of guidance to support local Customer Service Strategies	01/08/09	31/12/09	Complete

## POLICY DEVELOPMENT PANEL C

ID	Action	Original Date	Due Date	Comment
1	Preparation of PID for SLB approval and securing team resource	01/09/08	30/09/08	Complete
2	Identify position in relation to work strands and scope of work group programmes	01/09/08	30/09/08	Complete
3	Identify any primary legislation requirement for Human Resources Work Strand	01/10/08	31/10/08	Planned This work has been passed to the Local Gov Reform Joint Forum to take forward
4	Identify any primary legislation requirement for Finance/Estates Work Strand	01/10/08	31/10/08	Complete
5	Identify any primary legislation requirement for Capacity Building Work Strand	01/10/08	31/10/08	Complete
6	Formation of a Transfer of Functions Working Group	01/01/09	28/02/09	Complete
7	Commence Assessment of Options for Local Govt Service Delivery - Phase 1	15/01/09	20/04/09	Complete
8	Local Government Service Delivery Options - Draft Phase 1 report	15/01/09	27/05/09	Complete
9	Local Government Service Delivery Options - Final Phase 1 report	27/05/09	31/07/09	Complete
10	Identify further policy and implementation proposals for Finance/Estates Work Strand	26/02/09	31/12/09	Overdue