

## **TRANSITION COMMITTEES UPDATE**

### **Agenda Item: 4**

**Summary:** This paper provides an update on Transition Committees and the schedule and minutes of their meetings.

**Action:** To note

### **Background**

1. It was agreed at the 6 March SLB meeting that Transition Committees updates would become a standing item for future SLB meetings.
2. It was also agreed that minutes of the Transition Committees would be forwarded to SLB for information.

### **Transition Committees Update**

3. All Transition Committees have now held at least one meeting with five council clusters having drawn down funding entitlement for the 2008/09 financial year. The other six council clusters have submitted claims for funding and these will be paid by w/e 10<sup>th</sup> April or early w/c 13<sup>th</sup> April at the latest.
4. Circular LG 04/09 issued on 18 February 2009. The circular is designed to assist councils in the consideration of initial work on the convergence of plans, programmes and projects within new council areas. It sets out the kind of areas that could be considered initially in terms of understanding existing activities and systems in converging councils, and also sets out a range of questions which could be useful in consideration of the impact of key decisions on new council areas.
5. A schedule of meetings for each Transition Committee, together with a copy of the minutes of all meetings has been requested. 9 of the 11 Transition Committees have so far responded. All documents received to date have been

provided to members. The table below summarises progress within each cluster as per minutes received.

6. So far the Transition Committees have:

- Appointed their chairpersons;
- Agreed the location of meetings;
- Agreed their Terms of Reference/Resolution constituting the Joint Committees;
- Started the process of appointing their Change Management Officer;
- Identified a lead council for administrative purpose. Some councils have expressed concern at the phrase 'lead council', which could be misconstrued, and some Transition Committees are using the term "administrative council";
- Identified work streams and established sub-Committees/task groups/project teams to scope, prioritise and implement the work to do to ensure a smooth change-over to the new councils;
- Regarding transferring functions, expressed the views that:
  - They be fully resourced and efficient at the point of transfer;
  - Detailed technical issues be looked at;
  - They be integrated into local government and not provided via service level agreements, especially the functions contributing to community planning;
  - Clarification was needed on the exact functions transferring, to enable appropriate representation, if necessary, of the transferring functions on the Transition Management Teams.
- Regarding HR issues:
  - Discussed the draft vacancy control scheme;

- Expressed concern at the fact the transfer of civil servants might occur by means of secondment;
  - Expressed concern over the cost of redundancy.
- Expressed concern about the Local Government Circular LG 04/09 – Transition Management - Advisory Note on the Convergence of Plans, Programmes & Projects:
- Lack of information on work programme;
  - Lack of finances to support convergence;
  - Poor engagement by transferors;
  - Poor communications;
  - Role of quangos
  - Co-terminosity.
- Discussed the importance of communication with staff and agreed mechanisms to deliver it;
- Discussed convergence issues for the council's finance systems;
- Queried the possibility of bidding for further resources to support the change process;
- Discussed capacity building for members and officers;
- Discussed shared services and systems as a means of generating savings from the outset;
- Discussed branding for the new councils.
7. Belfast City Council Transition Committee and Castlereagh Borough Council/Lisburn City Council Transition Committee have acknowledged the need to put in place engagement mechanisms for relevant transitional issues.

**TRANSITION COMMITTEES UPDATE SUMMARY TABLE**

<b>Council Group</b>	<b>Date of meetings</b>	<b>Minutes Provided</b>
Antrim Borough Council and Newtownabbey Borough Council	16 December 08 13 January 09 10 February 09 10 March 09  TC meets 2 <sup>nd</sup> Tuesday of each month	Yes Yes Yes Yes (See Annex 1)
Ards Borough Council and North Down Borough Council		
Armagh City and District Council, Banbridge District Council and Craigavon Borough Council	24 September 08 26 November 08 28 January 2009  Schedule of Meetings for 2009 provided	Yes Yes Yes (See Annex 2)
Ballymena Borough Council, Carrickfergus Borough Council and Larne Borough Council		
Ballymoney Borough Council, Coleraine Borough Council, Limavady Borough Council and Moyle District Council	25 February 2009 26 March 09  Schedule of Meetings for 2009 provided	Yes (See Annex 3) Minutes will be provided once ratified
Belfast City Council	23 January 09 20 February 09 20 March 09  Schedule of Meetings for 2009 provided	Yes Yes Yes (See Annex 4)
Castlereagh Borough Council and Lisburn City Council	26 January 2009 18 March 2009  Schedule of future meetings not yet agreed	Yes Yes (See Annex 5)
Cookstown District Council, Dungannon and South Tyrone Borough Council and Magherafelt District Council	11 February 2009 18 March 09  TC meets 2 <sup>nd</sup> Tuesday of each month	Yes Yes (See Annex 6)
Derry City Council and Strabane District Council	28 January 2009  13 March 09 23 April 09	Yes (See annex 7)  Minutes for these meetings will be forwarded once ratified

<b>Council Group</b>	<b>Date of meetings</b>	<b>Minutes Provided</b>
Down District Council and Newry and Mourne District Council	23 September 08 18 November 08 24 February 09  Schedule of Meetings for 2009 provided	Yes Yes Yes (See Annex 8)
Fermanagh District Council and Omagh District Council	3 February 2009 8 April 09	Minutes will be forwarded once ratified

**DOE Programme Office  
April 2009**