

**LOCAL GOVERNMENT REFORM PROGRAMME  
MONTHLY PROGRAMME PROGRESS REPORT  
DETAILED REPORT**

**MONTH: APRIL, 2010**

**ISSUED: 14 APRIL, 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) came into operation on 26 March 2010 when the Bill received Royal Assent. The Local Government (Statutory Transition Committee) Regulations will be laid in the Assembly when 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 April 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 2009) of marginal changes to the suite of functions originally identified to transfer. A Transfer of Functions Working Group (TFWG) was established to consider and progress work around the detail of the agreed suite of functions with regard to associated resource, service delivery models and integration with existing local government delivery mechanisms
<b>Update:</b>	The TFWG have been working 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. Work is ongoing around proposed service delivery models and associated resource implications.

### Milestone 4: Local Government (Miscellaneous Provisions) Bill comes into force

<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 received Royal Assent on 26 March 2010.

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

<b>Description:</b>	Customer Focused Approach to Service Delivery.
<b>Update:</b>	The Regional Transition Co-ordinating Group at its meeting on 25 March 2010 agreed that the process for implementation should be remitted to the first meeting of the vRTC.

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#### **Milestone 6: 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 to be introduced in the Assembly in May 2010.

#### **Milestone 7: 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 in May 2011.

#### **Milestone 8: 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 9: 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>	The Finance and Estates Implementation Group continues to lead the implementation of policy on finance and estates issues. LGPD progressing issues relating to funding and rates.

#### **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 <u>Planning Reform Bill</u> – The Executive cleared the final policy proposals for reform on 25 February 2010. The government response to the public consultation and the final Equality Impact Assessment (EQIA) at a strategic level were both published on the Planning Service website on 26 March 2010. Subject to drafting and Executive agreement, it is anticipated that the Planning Bill will be introduced to the Assembly in June 2010.

	<p><u>Urban Regeneration and Housing Bill</u> - Executive agreement to commence public consultation was received on 26 April 2010. An eight week consultation on the draft Bill commenced on 1 March 2010 and will end on 26 April 2010.</p> <p><u>Roads (Functions of District Councils) Bill</u> - Subject to Executive agreement, consultation on the draft Bill will commence in April 2010 for 13 weeks.</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	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	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	Planned	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	Planned	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	Complete	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	Planned	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	Overdue	To be progressed separately by the two management teams.
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	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	Planned	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	Planned	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	Planned	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	Complete	Held initial community planning event on 26th 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	Planned	Awaiting progress / guidance from the Department
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	Awaiting progress / guidance from the Department
14	Administrative Support	31/05/10	31/05/10	Planned	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	Planned	Cannot proceed until further progress / guidance from the Department.
16	Complete Staff handover	30/05/11	30/05/11	Planned	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	Planned	Will be examined as part of the local project team.
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	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	Planned	Will be examined as part of the local project team.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	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	Planned	Will be examined as part of the local project team.
22	Establish Rate	28/02/11	28/02/11	Planned	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	Planned	Will be examined as part of the local project team.
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	Will be examined as part of the local project team.
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Planned	Awaiting progress / guidance from the Department
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Planned	Will be examined as part of the local project team.

**ARDS; NORTH DOWN**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	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	Planned	'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	Planned	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	Complete	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	Planned	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	Overdue	Not yet commenced – to be progressed as part of local project.
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	Not yet commenced – to be progressed as part of local project.
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	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	Planned	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	Planned	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	Overdue	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	Planned	Awaiting guidance / progress from centre.
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	Awaiting guidance / progress from centre.
14	Administrative Support	31/05/10	31/05/10	Planned	Awaiting guidance / progress from centre.
	Advisory Note ref 14 - HR Staff transfer	Task Group –			

	arrangements	Do not Update			
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	30/06/10	Planned	Not yet commenced – to be progressed as part of local project.
16	Complete Staff handover	30/05/11	30/05/11	Planned	Not yet commenced – to be progressed as part of local project.
	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	Planned	Not yet commenced – to be progressed as part of local project.
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	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	Planned	Not yet commenced – to be progressed as part of local project.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	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	Planned	Not yet commenced – to be progressed as part of local project.
22	Establish Rate	28/02/11	28/02/11	Planned	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	Planned	Not yet commenced – to be progressed as part of local project.
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	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	Planned	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	Planned	Initial discussions with insurance partners - To be progressed as part of local project.

**ARMAGH; BANBRIDGE; CRAIGAVON**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	Completed and approved by TC
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Planned	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	Planned	Ongoing
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Complete	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	Planned	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	Overdue	Not yet commenced - Individual Councils to progress
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	Not yet commenced - Individual Councils to progress
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	Not yet commenced
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Planned	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	Planned	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	Complete	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	Planned	Awaiting central government action
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	Awaiting central government action
14	Administrative Support	31/05/10	31/05/10	Planned	Awaiting central government action
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update			
15	"Staff Transfer Structure,	30/06/10	30/06/10	Planned	Initial work commenced through

	Plan and arrangements agreed"				HR Project Team
16	Complete Staff handover	30/05/11	30/05/11	Planned	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	Planned	Ongoing through work of Estates Project Team
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	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	Planned	Ongoing through Finance Project Team
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	Not yet commenced
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Planned	Not yet commenced
22	Establish Rate	28/02/11	28/02/11	Planned	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	Planned	Ongoing
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	Not yet commenced
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Planned	Not yet commenced
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Planned	Ongoing - Finance and Procurement Project Team

**BALLYMENA; CARRICKFERGUS; LARNE**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	short term plan created and work in progress
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Planned	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	Planned	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	Complete	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	Planned	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	Overdue	not commenced
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	not commenced
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	not commenced
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Planned	not commenced
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Planned	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	Complete	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	Planned	
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	
14	Administrative Support	31/05/10	31/05/10	Planned	
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update			
15	"Staff Transfer Structure,	30/06/10	30/06/10	Planned	LGRJF "RPA Staff Severance

	Plan and arrangements agreed"				Scheme for Local Gov" considered by VTC
16	Complete Staff handover	30/05/11	30/05/11	Planned	
	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	Planned	Estates strategy workgroup formed - meetings to be arranged
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	
	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	Planned	Existing systems compared - 2010/11 rates increase compared
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Planned	
22	Establish Rate	28/02/11	28/02/11	Planned	
	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	Planned	Workgroup formed to produce combined assets and liabilities list
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	not commenced
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Planned	not commenced
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Planned	not commenced

**BALLYMONEY; COLERAINE; LIMAVADY; MOYLE**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	Plan created and now under review again
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Planned	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	Planned	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	Complete	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	Planned	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	Complete	A plan is in place that will require on going update
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	Not yet commenced
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	Not yet commenced
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Planned	Not yet commenced
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Planned	Not yet commenced
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Overdue	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	Planned	Awaiting DoE Guidance
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	Awaiting DoE Guidance
14	Administrative Support	31/05/10	31/05/10	Planned	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	Planned	Not yet commenced
16	Complete Staff handover	30/05/11	30/05/11	Planned	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	Planned	Not yet commenced
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	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	Planned	Not yet commenced
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	Not yet commenced
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Planned	Not yet commenced
22	Establish Rate	28/02/11	28/02/11	Planned	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	Planned	Not yet commenced
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	Not yet commenced
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Planned	Not yet commenced
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Planned	Not yet commenced

**BELFAST**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	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	Planned	Incorporated within RPA implementation plan and incorporated within the 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	Planned	Underway - Engagement mechanisms 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	Complete	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	Planned	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	Complete	Included and scheduled in implementation plan.
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	Included and scheduled within RPA implementation plan.
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	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 -	30/11/10	30/11/10	Complete	Customer Service Strategy

	Creation of 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	Planned	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	Complete	Project Team established and taking forward developmental work around Community Planning. 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	Planned	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
14	Administrative Support	31/05/10	31/05/10	Planned	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
	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	Planned	Awaiting Guidance from LGRJF. Engaged in regional discussions on this issue.
16	Complete Staff handover	30/05/11	30/05/11	Planned	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	Planned	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	Planned	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	Planned	Incorporated within RPA implementation plan and programmed as part of Terms of Reference for Finance Project Team.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	Incorporated within RPA 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	Planned	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	Planned	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	Planned	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	Planned	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	Planned	Incorporated within RPA implementation plan.
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Planned	Incorporated within RPA implementation plan. Initial discussions with existing providers.

**CASTLEREAGH; LISBURN**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	Complete. Plan created.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	30/06/10	Planned	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	Planned	On target. Task Team set up to address. Second strategy day 26/2/10. Third day planned to bring forward converged strategies.
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Complete	Complete. Comms Strategy approved.
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	01/04/11	01/04/11	Planned	Assigned to HR Task Team
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update			Assigned to Finance Task Team
6	Establish Winding Up plan ( date needs reviewed finish may11)	31/08/09	31/08/09	Complete	Plan of Winding Up activities completed
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	Assigned to Finance Task Team
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	On target - Detailed Service Audit Completed for all Functions
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Planned	Assigned to Strategy & Vision Task Team
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	29/10/10	29/10/10	Planned	Action Plan completed. ICT options review complete in March.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Complete	Project Team established. Initiating activity based on guidance. Awaiting date from DOE 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	Planned	Awaiting guidance from LGRJF
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	Awaiting guidance from LGRJF
14	Administrative Support	31/05/10	31/05/10	Planned	Awaiting guidance from LGRJF
	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	Planned	Being taken forward by HR Task Team. Review being completed to feed into Staff Transfer Plan

16	Complete Staff handover	30/05/11	30/05/11	Planned	Being taken forward by HR Task Team. Review being completed to feed into Staff Transfer Plan
	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	Planned	Being taken forward by Finance Task Team. Estates review being finalised in March.
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	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	Planned	Being taken forward by Finance Task Team.
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	Being taken forward by Finance Task Team.
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Planned	Being taken forward by Finance Task Team.
22	Establish Rate	28/02/11	28/02/11	Planned	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	Planned	Being taken forward by Finance Task Team. List of assets and liabilities completed for both councils but being revised to new format. Initial audit completed.
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	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	Planned	Being taken forward by Admin Task Team.
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Planned	Being taken forward by Finance Task Team.

**COOKSTOWN; DUNGANNON AND SOUTH TYRONE; MAGHERAFELT**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	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	Planned	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	Planned	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	Complete	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	Planned	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	Overdue	Clarity required on transferring functions
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	New Service Scoping in progress
9	Advisory Note ref 10 - Creation of Customer Service Strategy	30/11/10	30/11/10	Planned	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	Planned	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	Overdue	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	Planned	No progress - awaiting central guidance
13	HR and Finance Officers recruitment	31/05/10	31/05/10	Planned	No progress - awaiting central guidance
14	Administrative Support	31/05/10	31/05/10	Planned	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		Awaiting central guidance to progress
	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	Planned	No progress yet
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	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	30/09/10	Planned	No progress yet - Priority for Finance Team
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	28/01/11	Planned	
22	Establish Rate	28/02/11	28/02/11	Planned	
	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	Planned	Work In progress
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	30/11/10	30/11/10	Planned	No progress yet
26	Advisory Note ref 19 - Bank and Insurance Appointments	30/07/10	30/07/10	Planned	No progress yet

**DERRY; STRABANE**

ID	Action	Original Date	Due Date	Comment
	Information not supplied this period			

**DOWN; NEWRY AND MOURNE**

ID	Action	Original Date	Due Date	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	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	Planned	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	Planned	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	Complete	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	Planned	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	Overdue	No progress to-date - awaiting guidance from Department
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	No progress to-date - awaiting guidance from Department
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	30/11/10	Planned	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	Planned	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	Planned	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	Overdue	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	Planned	No progress to-date - awaiting guidance from Department
13	HR and Finance Officers	31/05/10	31/05/10	Planned	No progress to-date - awaiting

	recruitment				guidance from Department
14	Administrative Support	31/05/10	31/05/10	Planned	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	Planned	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	Planned	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	Planned	Programmed as part of terms of reference for specific Facilities Management project team.
18	Completion of Transfer Plans	28/02/11	28/02/11	Planned	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	Planned	Programmed as part of terms of reference for Finance project team
20	Agreement of Prepared Budget	28/01/11	28/01/11	Planned	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	Planned	Programmed as part of terms of reference for Finance project team
22	Establish Rate	28/02/11	28/02/11	Planned	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	Planned	Programmed as part of terms of reference for Finance project team
24	Completion of transfer plan for implementation	28/02/11	28/02/11	Planned	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	Planned	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	Planned	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	Status	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	30/09/09	30/09/09	Complete	Short-term plan created. Review of dates necessary.
2	Advisory Note ref 4 - Preparation of Financial arrangements	30/06/10	TBC	Planned	Work in progress. Progress impeded by uncertainty in overall process.
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	30/06/10	TBC	Planned	Work in progress. Progress impeded by uncertainty in overall process.
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	31/08/09	31/08/09	Complete	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	Planned	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	31/05/10	Overdue	Work in progress.
7	Complete Final Residual Activities	30/11/11	30/11/11	Planned	Urgent confirmation required of overall programme timetable.
8	Advisory note ref 9 - Creation of Service Delivery Plans	30/11/10	TBC	Planned	Work in progress - Project Teams to be established. Slippage likely 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	Planned	Not commenced yet. 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	Planned	IT Visioning process underway.
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	30/12/09	30/12/09	Complete	Community Planning team established and work ongoing.
	"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	Planned	Slippage due to delay in statutory phase.
13	HR and Finance Officers recruitment	31/05/10	TBC	Planned	Slippage due to delay in statutory phase.
14	Administrative Support	31/05/10	TBC	Planned	Slippage due to delay in statutory phase.
	Advisory Note ref 14 - HR Staff transfer	Task Group –			

	arrangements	Do not Update			
15	"Staff Transfer Structure, Plan and arrangements agreed"	30/06/10	TBC	Planned	Slippage due to delay in statutory phase and appointment of key staff
16	Complete Staff handover	30/05/11	30/05/11	Planned	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 including inventory of property and costs	31/12/10	31/12/10	Planned	Initial work commenced. LG/1/10 under consideration.
18	Completion of Transfer Plans	28/02/11	TBC	Planned	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	Planned	Slippage likely due to delay in statutory phase and appointment of key staff
20	Agreement of Prepared Budget	28/01/11	TBC	Planned	Slippage likely due to delay in statutory phase and appointment of key staff
21	Short Term Budget Plan (1-2 Years) Agreed	28/01/11	TBC	Planned	Slippage likely due to delay in statutory phase and appointment of key staff
22	Establish Rate	28/02/11	28/02/11	Planned	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	Planned	Work commenced on compiling inventory.
24	Completion of transfer plan for implementation	28/02/11	TBC	Planned	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	Planned	Not commenced yet. 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	Planned	Not commenced yet. Slippage likely due to delay in statutory phase.

**POLICY DEVELOPMENT PANEL A**

<b>ID</b>	<b>Action</b>	<b>Original Date</b>	<b>Due Date</b>	<b>Comment</b>
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	30/04/10	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	30/04/10	Planned

**POLICY DEVELOPMENT PANEL B**

<b>ID</b>	<b>Action</b>	<b>Original Date</b>	<b>Due Date</b>	<b>Comment</b>
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	30/04/10	Planned
6	Development of guidance to support local Customer Service Strategies	01/08/09	31/12/09	Complete

**POLICY DEVELOPMENT PANEL C**

<b>ID</b>	<b>Action</b>	<b>Original Date</b>	<b>Due Date</b>	<b>Comment</b>
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	25/01/10	Overdue Outstanding issues identified under issues log