

LOCAL GOVERNMENT REFORM IMPLEMENTATION FRAMEWORK

Agenda Item: 11

Summary: The table attached provides members with an updated version of the Local Government Implementation.

Action Required: To note the contents of and changes to the Implementation Framework.

BACKGROUND

1. The local Government Reform Implementation Framework highlights the key policy/strategic priorities and milestones in the reform programme. A copy of the latest version is attached as Annex B to this minute. The Framework is a living document, which will continue to be updated and presented at each SLB meeting.

DETAIL

2. Annex A of this minute details the amendments from the version of the document presented at the last SLB meeting and the reasons behind the change.

RECOMMENDATION

3. That members note the contents of and updates to the Implementation Framework.

Joint Secretariat

October 2009

Activity	Revised target date as of October 2009	August 2009 target date	Reason for slippage
Local Government (Reorganisation) Bill: Executive clearance of policy proposals and agreement to commence consultation	October 2009	September 2009	Bill not cleared by the Executive in September
Local Government (Reorganisation) Bill: consultation on policy proposals	November to December 2009	October to December 2009	Bill not cleared by the Executive in September
Local Government (Boundaries) Order (NI) 2009 made	November 2009	* new item *	****
Draft Phase 2 of the Local Government Service Delivery Options report presented to RTCG	8 October 2009	31 August 2009	Delay in the delivery of the report due to redrafting after comments from stakeholders
Final Phase 2 of the Local Government Service Delivery Options report presented to SLB	16 October 2009	14 September 2009	Delay in the delivery of the report due to redrafting after comments from stakeholders
SLB members (Local Government) tour of Scottish Councils – North Lanarkshire and Renfrewshire	Early November 2009	* new item *	****
Local Government Reform Executive Sub-Committee meeting	16 November 2009	* new item *	****
Panel A: Development of guidance to support new governance arrangements	October to November 2009	September to November 2009	Delay due to other work priorities
Panel B: Procurement Strategy for Councils developed	March 2010	December 2009	Delay in the delivery of the Service Delivery Options report
Panel B: guidance to support Service Delivery and Performance Improvement developed	January 2010	October 2009	Delay due to other work priorities
Panel B: finalisation of Guidance to support development of Council Customer Service Strategies	December 2009	October 2009	Delay due to change of emphasis from the development of a Customer Service Strategy to the development of guidance to support councils Customer Service Strategies
Panel B: prioritisation of IS projects finalised	November 2009	* new item *	****

Activity	Revised target date as of October 2009	August 2009 target date	Reason for slippage
Panel C: Further policy and implementation proposals for Finance/Estates work strand presented to SLB	October 2009	* new item *	****
Panel C: Final policy and implementation proposals for Finance/Estates work strand presented to SLB	December 2009	September 2009	Delay in the delivery of the Service Delivery Options report
Panel C (HR): Identify 'at risk' groups and consider potential severance terms in order to establish potential quantum	October 2009	August 2009	Delay due to other work priorities
Panel C (HR): Job descriptions and person specifications for Chief Executives, Senior HR and Finance posts issued to Councils and Transition Committees	January 2009	December 2009	Delay in setting up the Local Government Reform Joint Forum
Panel C (HR): Consultation with Trade Unions on location, relocation and expenses through the Local Government Reform Joint Forum	October to November 2009	September to October 2009	Delay in setting up the Local Government Reform Joint Forum
Panel C (HR): Clearance of Civil Service Pension Issues policy by the Executive	November 2009	October 2009	Delay in setting up the first Local Government Reform Executive Sub-Committee meeting
Panel C (HR): Staff Transfer Scheme Guidance for councils developed	November 2009	October 2009	Delay by the Local Government Staff Commission in preparing the draft scheme
Panel C (HR): Final Draft Staff Transfer Scheme and Guidance issued to councils and Transition Committees for information	January 2010	October 2009	Delay by the Local Government Staff Commission in preparing the draft scheme
Panel C (HR): Estimate costs of Severance Scheme/Compensation Arrangements prepared	October 2009	August 2009	Delay due to other work priorities
Panel C (HR): responses to the public consultation on Vacancy Controls System guidance considered by Staff Commission and Vacancy Controls Guidance Scheme issued to councils	September 2009	October 2009	Local Government Staff Commission issued the guidance in advance of the target date

Activity	Revised target date as of October 2009	August 2009 target date	Reason for slippage
Panel C (HR): System for filling senior posts in new council structures issued to Councils and Transition Committees	January 2010	December 2009	Still under consideration by the Local Government Reform Joint Forum
Minister attending Transition Committee meetings in the 11 council areas	September to December 2009	* new item *	****

Local Government Reform Programme, 2009 (Quarter 4)

	October 2009	November 2009	December 2009	
Main Programme	<p>Local Government (Reorganisation) Bill: Executive clearance of policy proposals and agreement to commence consultation</p> <p>(31st) Local Government (Finance) Bill consultation closes</p> <p>Local Government (Miscellaneous Provisions) Bill: Assembly stages (2nd month and final month)</p> <p>(8th) Draft Phase 2 of the Local Government Service Delivery Options report presented to RTCG</p> <p>(16th) Final Phase 2 of the Local Government Service Delivery Options report presented to SLB</p>	<p>Local Government (Boundaries) Order (NI) 2009 Made</p> <p>Local Government (Miscellaneous Provisions) Bill: Royal Assent</p> <p>Local Government (Miscellaneous Provisions) Bill comes into force</p> <p>Local Government (Reorganisation) Bill: Consultation on policy proposals (1st month)</p> <p>(16th) Local Government Reform Executive Sub-Committee meeting (2nd meeting)</p> <p>(Early) SLB members (Local Government) tour of Scottish Councils – North Lanarkshire and Renfrewshire</p>	<p>Local Government (Reorganisation) Bill: Consultation on policy proposals (2nd month and final month)</p> <p>Local Government (Finance) Bill: Executive clearance for Introduction of Bill to Assembly</p> <p>Consultation on draft Model Transfer Scheme (LGSC) – 1st month</p>	
RTCG/ Panels/ Groups	<p>Panel A: Commencement of development of guidance to support new governance arrangements</p> <p>Panel A: Development of Concordat to underpin formalisation of central/local government relations (first month)</p>	<p>Panel A: Development of guidance to support new governance arrangements (final month)</p> <p>Panel A: Development of Concordat to underpin formalisation of central/local government relations</p>	<p>Panel A: concordat to underpin formalisation of central/local government relations developed</p> <p>Panel B: Development of a Procurement Strategy for Councils (continued)</p>	

	October 2009	November 2009	December 2009
	<p>Panel B: Development of a Procurement Strategy for Councils (continued)</p> <p>Panel B: Development of guidance to support Service Delivery and Performance Improvement (continued)</p> <p>Panel B: Development of Guidance to support development of Council Customer Service Strategies (continued)</p> <p>Panel B: Prioritisation of IS Projects (continued)</p> <p>Panel C: Further policy and implementation proposals for Finance/Estates work strand presented to SLB (Sept SLB meeting cancelled)</p> <p>Panel C (HR): Identify 'at risk' groups and consider potential severance terms in order to establish potential quantum</p> <p>Panel C (HR): Consultation on Vacancy Controls System guidance with Trade Unions through the Local Government Reform Joint Forum (2nd</p>	<p>(continued)</p> <p>Panel B: Development of a Procurement Strategy for Councils (continued)</p> <p>Panel B: Development of Guidance to support Service Delivery and Performance Improvement (continued)</p> <p>Panel B: Development of Guidance to support development of Council Customer Service Strategies (continued)</p> <p>Panel B: Prioritisation of IS Projects (final month)</p> <p>Panel C (HR): Consultation with Trade Unions on location, relocation and expenses through the Local Government Reform Joint Forum (month 1 of 2)</p> <p>Panel C (HR): Consultation on the draft System for filling senior posts in new council structures (month 2 of 3)</p> <p>Panel C (HR): Consultation on draft job descriptions and person</p>	<p>Panel B: Development of Guidance to support Service Delivery and Performance Improvement (continued)</p> <p>Panel B: Development of Guidance to support development of Council Customer Service Strategies (final month)</p> <p>Panel C: Final policy and implementation proposals for Finance/Estates work strand presented to SLB</p> <p>Panel C (HR): Consultation with Trade Unions on location, relocation and expenses through the Local Government Reform Joint Forum (month 2 of 2)</p> <p>Panel C (HR): Draft job descriptions and person specifications for Chief Executives, Senior HR and Finance posts finalised and considered by PDP C, SLB and RTCG.</p> <p>Panel C (HR): Consultation on the draft System for filling senior posts in new council structures (month 3 of 3)</p>

	October 2009	November 2009	December 2009
	<p>and final month)</p> <p>Panel C (HR): Consultation on draft job descriptions and person specifications for Chief Executives, Senior HR and Finance posts opens once agreed by SLB and RTCG (month 1 of 3)</p> <p>Panel C (HR): Estimate costs of Severance Scheme/Compensation Arrangements prepared. Draft of process and criteria for availing of severance produced</p> <p>Panel C (HR): Consultation on the draft System for filling senior posts in new council structures (month 1 of 3)</p>	<p>specifications for Chief Executives, Senior HR and Finance posts (month 2 of 3)</p> <p>Panel C (HR): Clearance of Civil Service Pension Issues policy by the Executive</p> <p>Panel C (HR): Staff Transfer Scheme Guidance for councils developed</p>	
Councils / Transition Committees / Transition Management Teams	<p>Minister attending Transition Committee meetings in the 11 council areas (month 2 of 4)</p> <p>Continue to establish Winding Up Arrangements (plan & process agreed; implementation commenced)</p>	<p>Minister attending Transition Committee meetings in the 11 council areas (month 3 of 4)</p> <p>Continue to establish Winding Up Arrangements (plan & process agreed; implementation commenced)</p>	<p>Minister attending Transition Committee meetings in the 11 council areas (month 4 of 4)</p> <p>Continue to establish Winding Up Arrangements (plan & process agreed; implementation commenced)</p>
Communications	Media communications – Minister's Transition Committee visits.	Local Government Boundaries Order (NI) 2009 – media communications	Media communications – Minister's Transition Committee visits.

	October 2009	November 2009	December 2009
	(20 th) Communications Group meeting	<p>Local Government (Reorganisation) Bill: Consultation on policy proposals – media communications. Timing dependent on Executive clearance</p> <p>Local Government (Miscellaneous Provisions) Bill comes into force – media communications.</p> <p>Media communications – Minister's Transition Committee visits.</p> <p>Media communications on SLB members visits to Scottish Councils.</p>	Communications Group meeting (8 th)

Local Government Reform Programme, 2010 (Quarter 1)

	January 2010	February 2010	March 2010
Main Programme	<p>Consultation on draft Model Transfer Scheme (LGSC) – 2nd and final month</p> <p>Local Government (Reorganisation) Bill: legislation drafting (1st month)</p> <p>Local Government (Finance) Bill: introduction to the Assembly</p>	<p>Local Government (Reorganisation) Bill: legislation drafting (2nd month)</p> <p>Local Government (Finance) Bill: Assembly stages (1st month)</p>	<p>Local Government (Reorganisation) Bill: legislation drafting (3rd month)</p> <p>Local Government (Finance) Bill: Assembly stages (2nd month)</p>
RTCG/ Panels/ Groups	<p>Panel B: Development of a Procurement Strategy for Councils (continued)</p> <p>Panel B: Development of Guidance to support Service Delivery and Performance Improvement (final month)</p> <p>Panel C (HR): Final Draft Staff Transfer Scheme and Guidance issued to councils and Transition Committees for information</p> <p>Panel C (HR): System for filling senior posts in new council structures issued to Councils and Transition Committees</p> <p>Panel C (HR): Job descriptions and</p>	<p>Panel A: Monitor community planning programme of activities and address emerging issues</p> <p>Panel B: Development of a Procurement Strategy for Councils (continued)</p>	<p>Panel A: Continue to monitor community planning programme of activities and address emerging issues</p> <p>Panel B: Procurement Strategy for Councils developed</p> <p>Panel C (HR): Severance Scheme finalised and timing considered</p>

	January 2010	February 2010	March 2010
	person specifications for Chief Executives, Senior HR and Finance posts issued to Councils and Transition Committees		
Councils / Transition Committees / Transition Management Teams	Statutory Transition Committees in place Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Chief Executives recruited and appointed Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)
Communications	Media communications on Statutory Transition Committees	Councils strike district rates – media communications	

Local Government Reform Programme, 2010 (Quarter 2)

	April 2010	May 2010	June 2010
Main Programme	Local Government (Reorganisation) Bill: legislation drafting (4 th and final month) Local Government (Finance) Bill: Assembly Stages (3 rd month)	Local Government (Reorganisation) Bill: Executive clearance and Introduction of Bill to Assembly Local Government (Finance) Bill: Assembly Stages (4 th month)	(30 th) District Electoral Area Commissioner Report Local Government (Reorganisation) Bill: Assembly stages (1 st month) Local Government (Finance) Bill Assembly Stages (5 th month)
RTCG/ Panels/ Groups	Panel A: Continue to monitor community planning programme of activities and address emerging issues	Panel A: Continue to monitor community planning programme of activities and address emerging issues	Panel A: Continue to monitor community planning programme of activities and address emerging issues
Councils / Transition Committees / Transition Management Teams	Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Detailed inventory of assets, list of liabilities & associated legal and administrative issues HR and Finance Officers recruited and appointed Administrative Support for Senior Management Team recruited and appointed Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Put detailed Financial management and accounting regime in place Establish Staff Structure Put Staff transfer arrangements in place, as per approved LGSC scheme, Civil Service transfer scheme and PSC Guiding Principles: <ul style="list-style-type: none"> • Staff Transfer Plan; • Severance Scheme; • Staff Mapping; • System of Filling Posts in new structure (Selection Pools, Matching of Posts, etc.);

	April 2010	May 2010	June 2010
			<ul style="list-style-type: none"> • Staff location agreed. <p>Develop a Strategic Framework Plan of key priorities (policies and projects, incorporating service delivery and performance management) covering the first year of the new Council</p> <p>Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)</p>
Communications		One year to local government reform – media communications	Media communications regarding District Electoral Area Commissioner Report

Local Government Reform Programme, 2010 (Quarter 3)

	July 2010	August 2010	September 2010
Main Programme	(Assembly in recess)	(Assembly in recess)	Local Government (Reorganisation) Bill: Assembly stages (2 nd month) Local Government (Finance) Bill Assembly Stages (6 th month) Local Government (Finance) Bill: Royal Assent
RTCG/ Panels/ Groups	Panel A: Continue to monitor community planning programme of activities and address emerging issues	Panel A: Continue to monitor community planning programme of activities and address emerging issues	Panel A: Continue to monitor community planning programme of activities and address emerging issues
Councils / Transition Committees / Transition Management Teams	Bank appointed Insurance provider appointed Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Corporate financial management systems in place Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)
Communications			

Local Government Reform Programme, 2010 (Quarter 4)

	October 2010	November 2010	December 2010
Main Programme	(1 st) Local Government (Finance) Bill comes into force Local Government (Reorganisation) Bill: Assembly stages (3 rd month)	Local Government (Reorganisation) Bill: Assembly stages (4 th month)	Local Government (Reorganisation) Bill: Assembly stages (5 th month)
RTCG/ Panels/ Groups	Panel A: Continue to monitor community planning programme of activities and address emerging issues	Panel A: Continue to monitor community planning programme of activities and address emerging issues	Panel A: Continue to monitor community planning programme of activities and address emerging issues
Councils / Transition Committees / Transition Management Teams	Cohesive IT Strategy and implementation plan developed Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Production of a new Service Delivery Plan and associated Performance Plan (integrating transferred and new functions) Customer Service Strategy for the new council in place Implementation Plan for administrative systems developed, with identified improvements and efficiencies Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)	Estates Strategy including detailed inventory of property and costs produced Continue to establish Winding Up Arrangements (plan & process agreed; implementation commences)

	October 2010	November 2010	December 2010
Communications	(1 st) Local Government (Finance) Bill comes into force – media communications		

Local Government Reform Programme, 2011 (Quarter 1)

	January 2011	February 2011	March 2011
Main Programme	Local Government (Reorganisation) Bill: Assembly stages (6 th month)	Local Government (Reorganisation) Bill: Assembly stages (7 th and final month)	Local Government (Reorganisation) Bill: Royal Assent
RTCG/ Panels/ Groups			
Councils / Transition Committees / Transition Management Teams	Budget agreed Continue to establish Winding Up Arrangements (plan & process agreed; implementation)	Short term budget plan (1-2 years) Rates set Estates and Accommodation transfer plan completed for implementation Assets and Liabilities transfer plan completed for implementation Continue to establish Winding Up Arrangements (plan & process agreed; implementation)	Continue to establish Winding Up Arrangements (plan & process agreed; implementation)
Communications	Ongoing media campaign	Ongoing media campaign Transition Committees strike rate for new councils – media communications	Ongoing media campaign

Local Government Reform Programme, 2011 (Quarter 2)

	April 2011	May 2011	June 2011
Main Programme		(1 st) Local Government (Reorganisation) Bill comes into force (12 th) Local & Assembly Elections	
RTCG/ Panels/ Groups			
Councils / Transition Committees / Transition Management Teams	Capacity Building Programme finalised Continue to establish Winding Up Arrangements (plan & process agreed; implementation)	(16 th) New Councils formally take office All staff transfer arrangements completed: appointments, post allocations, location, etc. Implement Winding Up Arrangements	Residual Winding Up Arrangements
Communications	Ongoing media campaign	(1 st) Local Government (Reorganisation) Bill comes into force (16 th) New Councils formally take office Media campaign	

Local Government Reform Programme, 2011 (Quarter 3)

	July 2011	August 2011	September 2011
Main Programme			
RTCG/ Panels/ Groups			
Councils / Transition Committees / Transition Management Teams	Residual Winding Up Arrangements	Residual Winding Up Arrangements	Residual Winding Up Arrangements
Communications			

Local Government Reform Programme, 2011 (Quarter 4)

	October 2011	November 2011	December 2011
Main Programme			
RTCG/ Panels/ Groups			
Councils / Transition Committees / Transition Management Teams	Residual Winding Up Arrangements	Winding Up arrangements - Residual activity to final completion	
Communications			