

**LOCAL GOVERNMENT REFORM PROGRAMME  
MONTHLY PROGRAMME PROGRESS REPORT  
MANAGEMENT SUMMARY**

**MONTH: X, 2009**

**ISSUED: DATE, 2009**

**SECTION 1: MANAGEMENT SUMMARY PROGRESS**

Programme High Level Milestones					
	Owner	Original Date	Due Date	Status	
1		Jan-09	Jan-09	<input type="checkbox"/>	
2		Oct-09	Oct-09	<input type="checkbox"/>	
3		Oct-09	Oct-09	<input type="checkbox"/>	
4		Dec-09	Dec-09	<input type="checkbox"/>	
5		Jan-10	Jan-10	<input type="checkbox"/>	
6		Nov-10	Nov-10	<input type="checkbox"/>	
7		Feb-11	Feb-11	<input type="checkbox"/>	
8		Mar-11	Mar-11	<input type="checkbox"/>	
9		Mar-11	Mar-11	<input type="checkbox"/>	
10		Apr-11	Apr-11	<input type="checkbox"/>	
11		May-11	May-11	<input type="checkbox"/>	
12		May-11	May-11	<input type="checkbox"/>	
13		May-11	May-11	<input type="checkbox"/>	

**Key:**  - Plan in place     - Recovery plan in place     - No Plan in place to meet Due Date

General Commentary on progress this period

**SECTION 2: PANEL AND TRANSITION COMMITTEE SUMMARY**

Panel/Transition Committee actions completed this period (Detail in Section 3)		Total	Planned	Overdue	Complete
<b>Transition Committees</b>					
1. Antrim; Newtownabbey		26	23	2	1
2. Ards; North Down		26	23	2	1
3. Armagh; Banbridge; Craigavon		26	20	4	2
4. Ballymena; Carrickfergus; Larne		26	20	5	1
5. Ballymoney; Coleraine; Limavady; Moyle		26	17	6	3
6. Belfast		26	18	7	1
7. Castlereagh; Lisburn		26	16	8	2
8. Cookstown; Dungannon and South Tyrone; Magherafelt		26	22	2	2
9. Derry; Strabane		26	23	1	3
10 Down; Newry and Mourne		26	23	1	3
11. Fermanagh; Omagh		26	25	1	0
<b>Panels</b>					
Panel A		6	5	1	
Panel B		6	5	1	
Panel C		6	5	1	

General Commentary on progress this period

**SECTION 3: COMMUNICATIONS UPDATE**

Meetings and Communications this Period		Date
Strategic Leadership Board		16/10/09
Regional Transition Committee Group		25/09/09

**SECTION 4: ACTIONS COMPLETING SUMMARY**

Completing this period	Completing next period

**SECTION 5: REFORM PROGRAMME ISSUES**

The following issues represent the emerging major issues. The complete Issues Log is maintained by the PMO.

ID	Author	Description	Potential Resolution	Owner	Status ( Logged, In progress, Closed)	Date identified	Last update
<AC1>	PA Consulting	No Consolidated List of Issues exists	Issue management to be consolidated by the PMO from the DOE.	John Price	Closed	04/09/2009	04/09/2009

**SECTION 6: REFORM PROGRAMME RISKS**

The following risks represent the emerging major risks. The complete Risk Log is maintained by the PMO.

ID	Risk Description	Probability (1-5)	Impact (1 -5)	Risk Rating	Category	Owner	Counter Measures
1	Panels are unable to deliver programme components due to insufficient resources.	3	4		Financial		Opportunities to bring in resources from the wider Department. Where necessary external resources or consultants will be engaged to provide specialist expertise. Specific panel actions to be added.
2	Programme is not owned by stakeholders due to short timescale leading to decisions taken without unanimous support and to members not feeling ownership of the reforms	3	4		Political		Finalisation deadlines identified and work of the panel prioritised in parallel to change management work. Specific panel actions to be added.
3	Lack of cross-party agreement on recommendations	2	4		Political		The purpose of the committee is to bring the parties together in a forum for discussion. Specific panel actions to be added.
4	Vision for the new council structure not sufficiently understood	2	3		Political		<b>Specific panel actions to be added.</b>
5	Lack of Project and Programme Management skills leading to implementation difficulties	4	4		Operational		Specific panel actions to be added.

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

**MONTH: X, 2009**

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**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>	
<b>Update:</b>	

**Milestone 2: Final decision on boundaries - Local Government (Boundaries) Order (NI) 2009**

<b>Description:</b>	****Detail about the Local Government (Boundaries) Order (NI) 2009
<b>Update:</b>	

**Milestone 3: Finalise functions to be transferred**

<b>Description:</b>	
<b>Update:</b>	

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

<b>Description:</b>	****Detail about Local Government (Miscellaneous Provisions) Bill
<b>Update:</b>	

**Milestone 5: Decision on Local Government Service Delivery**

<b>Description:</b>	
<b>Update:</b>	

**Milestone 6: Interim arrangements for All Councils Service Delivery**

<b>Description:</b>	
<b>Update:</b>	

**Milestone 7: Financial, Estates and Assets Management in Place For All Councils**

<b>Description:</b>	
<b>Update:</b>	

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**Milestone 8: Passing of the Local Government (Reorganisation) Bill**

<b>Description:</b>	
<b>Update:</b>	

**Milestone 9: Local Government (Reorganisation) Bill passed**

<b>Description:</b>	
<b>Update:</b>	

**Milestone 10: Top Management Team in Place for All Councils**

<b>Description:</b>	
<b>Update:</b>	

**Milestone 11: Legislation on functions to be transferred**

<b>Description:</b>	
<b>Update:</b>	

**Milestone 12: Staff Transfer Structure, Plan and arrangements agreed for all Councils"**

<b>Description:</b>	
<b>Update:</b>	

**Milestone 13: New Councils formally take office**

<b>Description:</b>	
<b>Update:</b>	

**SECTION B: DETAILED UPDATE ON COUNCIL PROGRESS**

This section provides a detailed overview of the progress of Transition Committees 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	Wed 30/09/09	Wed 30/09/09	
2	Advisory Note ref 4 - Preparation of Financial arrangements	Wed 30/06/10	Wed 30/06/10	
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	Wed 30/06/10	Wed 30/06/10	
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	Mon 31/08/09	Mon 31/08/09	
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	Fri 01/04/11	Fri 01/04/11	No Further Advice Received – Await instruction
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	Mon 31/08/09	Mon 31/08/09	
7	Complete Final Residual Activities	Wed 30/11/11	Wed 30/11/11	
8	Advisory note ref 9 - Creation of Service Delivery Plans	Tue 30/11/10	Tue 30/11/10	
9	Advisory Note ref 10 - Creation of Customer Service Strategy	Tue 30/11/10	Tue 30/11/10	
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	Fri 29/10/10	Fri 29/10/10	
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	Wed 30/12/09	Wed 30/12/09	
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	Wed 31/03/10	Wed 31/03/10	
13	HR and Finance Officers recruitment	Mon 31/05/10	Mon 31/05/10	
14	Administrative Support	Mon 31/05/10	Mon 31/05/10	
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	Tue 25/03/08	Tue 25/03/08	
16	Complete Staff handover	Mon 30/05/11	Mon 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	Fri 31/12/10	Fri 31/12/10	
18	Completion of Transfer Plans	Mon 28/02/11	Mon 28/02/11	
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
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20	Agreement of Prepared Budget	Fri 28/01/11	Fri 28/01/11	
21	Short Term Budget Plan (1-2 Years) Agreed	Fri 28/01/11	Fri 28/01/11	
22	Establish Rate	Mon 28/02/11	Mon 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	Mon 31/05/10	Mon 31/05/10	
24	Completion of transfer plan for implementation	Mon 28/02/11	Mon 28/02/11	
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	Tue 30/11/10	Tue 30/11/10	
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**ARDS; NORTH DOWN**

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	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
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**ARMAGH; BANBRIDGE; CRAIGAVON**

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**BALLYMENA; CARRICKFERGUS; LARNE**

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**BALLYMONEY; COLERAINE; LIMA VADY; MOYLE**

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**BELFAST**

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**CASTLEREAGH; LISBURN**

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13	HR and Finance Officers recruitment	Mon 31/05/10	Mon 31/05/10	
14	Administrative Support	Mon 31/05/10	Mon 31/05/10	
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	Tue 25/03/08	Tue 25/03/08	
16	Complete Staff handover	Mon 30/05/11	Mon 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	Fri 31/12/10	Fri 31/12/10	
18	Completion of Transfer Plans	Mon 28/02/11	Mon 28/02/11	
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
19	Agree Corporate Financial System	Thu 30/09/10	Thu 30/09/10	
20	Agreement of Prepared Budget	Fri 28/01/11	Fri 28/01/11	
21	Short Term Budget Plan (1-2 Years) Agreed	Fri 28/01/11	Fri 28/01/11	
22	Establish Rate	Mon 28/02/11	Mon 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	Mon 31/05/10	Mon 31/05/10	
24	Completion of transfer plan for implementation	Mon 28/02/11	Mon 28/02/11	
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	Tue 30/11/10	Tue 30/11/10	
26	Advisory Note ref 19 - Bank and Insurance Appointments	Fri 30/07/10	Fri 30/07/10	

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

ID	Action	Original Date	Due Date	Comment
1	Advisory Note ref 3 - Short Term Implementation Plan Created	Wed 30/09/09	Wed 30/09/09	
2	Advisory Note ref 4 - Preparation of Financial arrangements	Wed 30/06/10	Wed 30/06/10	
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	Wed 30/06/10	Wed 30/06/10	
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	Mon 31/08/09	Mon 31/08/09	
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	Fri 01/04/11	Fri 01/04/11	No Further Advice Received – Await instruction
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
6	Establish Winding Up plan ( date needs reviewed finish may11)	Mon 31/08/09	Mon 31/08/09	
7	Complete Final Residual Activities	Wed 30/11/11	Wed 30/11/11	
8	Advisory note ref 9 - Creation of Service Delivery Plans	Tue 30/11/10	Tue 30/11/10	
9	Advisory Note ref 10 - Creation of Customer Service Strategy	Tue 30/11/10	Tue 30/11/10	
10	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	Fri 29/10/10	Fri 29/10/10	
11	Advisory Note ref 12 - Place Holder for Community Planning Activity	Wed 30/12/09	Wed 30/12/09	
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	Wed 31/03/10	Wed 31/03/10	
13	HR and Finance Officers recruitment	Mon 31/05/10	Mon 31/05/10	
14	Administrative Support	Mon 31/05/10	Mon 31/05/10	
	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
15	"Staff Transfer Structure, Plan and arrangements agreed"	Tue 25/03/08	Tue 25/03/08	
16	Complete Staff handover	Mon 30/05/11	Mon 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	Fri 31/12/10	Fri 31/12/10	
18	Completion of Transfer Plans	Mon 28/02/11	Mon 28/02/11	
	Advisory Note ref 16 - Budget Planning and Financial Management System	Task Group – Do not Update		
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20	Agreement of Prepared Budget	Fri 28/01/11	Fri 28/01/11	
21	Short Term Budget Plan (1-2 Years) Agreed	Fri 28/01/11	Fri 28/01/11	
22	Establish Rate	Mon 28/02/11	Mon 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	Mon 31/05/10	Mon 31/05/10	
24	Completion of transfer plan for implementation	Mon 28/02/11	Mon 28/02/11	
25	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	Tue 30/11/10	Tue 30/11/10	
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Local Government Reform Programme

**DERRY; STRABANE**

ID	Action	Original Date	Due Date	Comment
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3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	Wed 30/06/10	Wed 30/06/10	
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	Mon 31/08/09	Mon 31/08/09	
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	Fri 01/04/11	Fri 01/04/11	No Further Advice Received – Await instruction
	Advisory Note ref 8 - Establish Winding Up arrangements	Task Group – Do not Update		
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11	Advisory Note ref 12 - Place Holder for Community Planning Activity	Wed 30/12/09	Wed 30/12/09	
	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Task Group – Do not Update		
12	Chief Executive recruitment	Wed 31/03/10	Wed 31/03/10	
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	Advisory Note ref 14 - HR Staff transfer arrangements	Task Group – Do not Update		
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**DOWN; NEWRY AND MOURNE**

<b>ID</b>	<b>Action</b>	<b>Original Date</b>	<b>Due Date</b>	<b>Comment</b>
1	Advisory Note ref 3 - Short Term Implementation Plan Created	Wed 30/09/09	Wed 30/09/09	
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3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects –Strategic Framework Plan "	Wed 30/06/10	Wed 30/06/10	
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Local Government Reform Programme

**FERMANAGH; OMAGH**

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