

Local Government Reform Programme

Description

This excel document is to be updated by the Panel and passed to the Local Government Reform PMO. Information contained will reflect the position of the Panel against the overall plans. This will be used to update the SLB in parallel to Transition Committee updates.

This content and level of detail requested reflects a need to co-ordinate the overall programme without becoming an additional burden to the Panels. Where common risks and issues are identified, coordination and facilitation to address these will be managed by the PMO.

Panel Name	<i><example: Panel A></i>	This is to be used with issues and risk IDs to identify the panel or transition committee who raise the issue/risk in RPA consolidated lists.
Last Plan Update	<i><example: 23/9/09></i>	
Panel Contact	<i><example: Joe Plan></i>	
Panel Code	<i><PDPA></i>	

Panel Contact Details	Name	E-mail	Telephone
	<i><example: Joe Plan></i>	<i><example: Joe.Plan@council.></i>	<i><example: 02899 999999></i>

- Checklist for completion.**
- [The Plan has been updated](#)
 - [The Issue Log has been updated](#)
 - [The Risk Log has been updated](#)
 - [The Last Update date has been revised above](#)
 - [The Panel contact Name Has been reviewed](#)
 - [The Panel Contact Details have been reviewed](#)

***Proceed to complete Plan; Issues and Risk sections.
Explanatory notes are provided in the NOTES tab.***

The following sections are to be completed by the Panel

Local Government Reform Programme Panel Template

Issue ID	Task	Reference	Owner	Original Date	Current Plan Date	Status	Comment / Update
1	Development of programme of activities to support Community Planning	Advisory Note reference 3		30/06/2009	30/06/2009	Planned	
2	Develop concordat to underpin formalisation of central/local government relations	Advisory Note reference 4		31/08/2009	31/08/2009	Planned	
3	Commencement of finalisation of arrangements for community planning testing	Advisory Note reference 5		31/10/2009	31/10/2009	Planned	
4	Consideration of responses to consultation on policy proposal	Advisory Note reference 6		30/09/2009	30/09/2009	Planned	
5	Recommendations on amendments to policy following consultation submitted to SLB	Advisory Note reference 7		31/10/2009	31/10/2009	Planned	
6	Commence to monitor community planning testing and address emerging issues	Advisory Note reference 8		31/10/2010	31/10/2010	Planned	
7	Start to evaluate outcomes from community planning testing	Advisory Note reference 8		31/12/2010	31/12/2010	Planned	
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Guidance Note

Plan	<p>The panel Plan should reflect reflects the tasks as agreed between the SLB and Panels</p> <p>The panel Plan will be used to inform SLB of the panels progress and consolidated with other panel's and transition committee plans to produce an overview of the Local Government Reform programme progress.</p>
Issue ID	Issue ID to be agreed with the PMO.
Task	As agreed with the SLB and provided to PMO.
Reference	Link reference to external guidance if applicable.
Owner	Person within the panel's who is responsible for the progress of the task. This should reflect one owner but may require input from a wide group of people.
Original Date	Original date agreed with the PMO as the baseline date for the activity.
Current Plan Date	Where there is slippage from the original plan expected.

Issues	<p>The issue log is to reflect issues which have occurred (or not occurred) which will impact the delivery of the programme. The issue should be raised in order to highlight that activity must take place to resolve the issue. The resolution of the issue is unlikely to be known at the time of raising the issue.</p> <p>For example where a panel realises that a issue being raised by stakeholders is not going to be resolved by their work then an issues should be raised. The PMO is responsible for gathering the issue, assigning to the appropriate group and monitoring its closure.</p>
ID	This will be a 2 digit Code to reflect the panel + a unique number assigned by the council. Example PDP1-12
Author	Person who raised the issue.
Description	Description of the issue and its impact on the project.
Potential Resolution	Potential options for resolving the issue. A number of potentials may be added before a final resolution is agreed.
Owner	Person responsible for the issue. This person must agree to accept the issue.
Status (Logged, In progress, Closed)	Logged, In progress, Closed
Date identified	Date
Last update	Last Update Date

Risks	Separate from issues which have occurred the risk are events that might occur.
ID	This will be a 2 digit Code to reflect the council + a unique number assigned by the council. Example BE-12
Risk Description	The Risk Description should reflect the risk to the plan and not the event. Example: Risk of delay due to event happening.
Status	Open or Closed
Probability(1 low -5 high)	<ol style="list-style-type: none"> 1. Unlikely - requires unlikely series of events to occur. 2. There is a small chance the event will happen but it is still a possibility within normal circumstances. 3. It is a reasonable assumption that the event may happen. 4. High Probability that the event may happen but other alternatives events may emerge. 5. High Likelihood event will happen. Unlikely the event will not happen.
Impact (1 -5)	<ol style="list-style-type: none"> 1. Will only impact localised work package 2. Will impact specific stream of work required by the transition panel 3. Will impact the Whole delivery of an individual transition panel 4. Will impact the delivery across the RPA Programme (time, cost, effort, quality) 5. Will prevent the delivery of the whole RPA Programme
Risk Rating	Multiply Probability x Impact. <i>Example Probability 2, Impact 3 therefore risk rating = 6</i>
Category (Financial, Procurement, Political, Technical, Operational)	Financial, Procurement, Political, Technical, Operational
Owner	The person assigned to owning the risk and managing tasks to control or accept the risk.
Counter Measures	Activities to reduce or control the risk.