

## Local Government Reform Programme

**Description**

This excel document is to be updated by Transition Committees and passed to the Local Government Reform PMO. Information contained will reflect the position of the Transition Committee against the issued guidance and advisory notes. This will be used to update the SLB.

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

<b>Council Name</b>	<i>INSERT &lt;example: Armagh Banbridge Craigavon&gt;</i>	This is to be used with issues and risk IDs to identify the committee who raise the issue/risk in RPA consolidated lists.
<b>Last Plan Update</b>	<i>INSERT &lt;example: 23/9/09&gt;</i>	
<b>Committees Contact</b>	<i>INSERT &lt;example: Joe Plan&gt;</i>	
<b>Committee Code</b>	<i>&lt;example AC&gt;</i>	

<b>Committee Contact Details</b>	Name	E-mail	Telephone
	<i>INSERT &lt;example: Joe Plan&gt;</i>	<i>&lt;example: Joe.Plan@council.&gt;</i>	<i>&lt;example: 02899 999999&gt;</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 Committee Contact Name Has been reviewed](#)
  - [The Committee 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 Transition Committee**

**Local Government Reform Programme Transition Committee Template**

Issue ID	Task	Reference	Owner	Original Date	Current Plan Date	Commentary on Progress
1	Advisory Note ref 3 - Short Term Implementation Plan Created	Advisory Note reference 3		Wed 30/09/09	Wed 30/09/09	
2	Advisory Note ref 4 - Preparation of Financial arrangements	Advisory Note reference 4		Wed 30/06/10	Wed 30/06/10	
3	"Advisory Note ref 5 - Convergence of Strategies, Plans, Programmes and Projects -Strategic Framework Plan "	Advisory Note reference 5		Wed 30/06/10	Wed 30/06/10	
4	Advisory Note ref 6 - Communication - Strategy and Action Plan Created	Advisory Note reference 6		Mon 31/08/09	Mon 31/08/09	
5	Advisory Note ref 7 - Capacity Building Programme (*****NEED to add Some interim delivery*****)	Advisory Note reference 7		Fri 01/04/11	Fri 01/04/11	
6	Advisory Note ref 8 - Establish Winding Up arrangements	Advisory Note reference 8		Task Group – Do not Update		
7	Establish Winding Up plan ( date needs reviewed finish may11)	Advisory Note reference 8		Mon 31/08/09	Mon 31/08/09	
8	Complete Final Residual Activities	Advisory Note reference 8		Wed 30/11/11	Wed 30/11/11	
9	Advisory note ref 9 - Creation of Service Delivery Plans	Advisory Note reference 9		Tue 30/11/10	Tue 30/11/10	
10	Advisory Note ref 10 - Creation of Customer Service Strategy	Advisory Note reference 10		Tue 30/11/10	Tue 30/11/10	
11	Advisory Note ref 11 - ICT - Cohesive IT Strategy and implementation plan	Advisory Note reference 11		Fri 29/10/10	Fri 29/10/10	
12	Advisory Note ref 12 - Place Holder for Community Planning Activity	Advisory Note reference 12		Wed 30/12/09	Wed 30/12/09	
13	"Advisory Note ref 13 - Recruitment of Chief Executive, HR and Finance Posts"	Advisory Note reference 13		Task Group – Do not Update		
14	Chief Executive recruitment	Advisory Note reference 13		Wed 31/03/10	Wed 31/03/10	
15	HR and Finance Officers recruitment	Advisory Note reference 13		Mon 31/05/10	Mon 31/05/10	
16	Administrative Support	Advisory Note reference 13		Mon 31/05/10	Mon 31/05/10	
17	Advisory Note ref 14 - HR Staff transfer arrangements	Advisory Note reference 14		Task Group – Do not Update		
18	"Staff Transfer Structure, Plan and arrangements agreed"	Advisory Note reference 14		Tue 25/03/08	Tue 25/03/08	
19	Complete Staff handover	Advisory Note reference 14		Mon 30/05/11	Mon 30/05/11	
20	Advisory Note ref 15 - Estates and Accommodation Strategy	Advisory Note reference 15		Task Group – Do not Update		
21	Creation of Estates Strategy including inventory of property and costs	Advisory Note reference 15		Fri 31/12/10	Fri 31/12/10	
22	Completion of Transfer Plans	Advisory Note reference 15		Mon 28/02/11	Mon 28/02/11	
23	Advisory Note ref 16 - Budget Planning and Financial Management System	Advisory Note reference 16		Task Group – Do not Update		

<b>24</b>	Agree Corporate Financial System	Advisory Note reference 16		Thu 30/09/10	Thu 30/09/10	
<b>25</b>	Agreement of Prepared Budget	Advisory Note reference 16		Fri 28/01/11	Fri 28/01/11	
<b>26</b>	Short Term Budget Plan (1-2 Years) Agreed	Advisory Note reference 16		Fri 28/01/11	Fri 28/01/11	
<b>27</b>	Establish Rate	Advisory Note reference 16		Mon 28/02/11	Mon 28/02/11	
<b>28</b>	Advisory Note ref 17 - Assets and Liabilities Management	Advisory Note reference 17		Task Group – Do not Update		
<b>29</b>	Detailed Inventory of assets and list of Liabilities	Advisory Note reference 17		Mon 31/05/10	Mon 31/05/10	
<b>30</b>	Completion of transfer plan for implementation	Advisory Note reference 17		Mon 28/02/11	Mon 28/02/11	
<b>31</b>	Advisory Note ref 18 - Administration - Creation of Implementation Plan with identified improvements and efficiencies	Advisory Note reference 18		Tue 30/11/10	Tue 30/11/10	
<b>32</b>	Advisory Note ref 19 - Bank and Insurance Appointments	Advisory Note reference 19		Fri 30/07/10	Fri 30/07/10	





**The following section is to be completed by the Transition Committee**

**Local Government Reform Programme Risk Log**

<b>Plan</b>	The Committee Plan reflects the key Advisory notes from Local Government Circular LG 07/09. Revisions to the tasks can be agreed between the SLB and Councils as further guidance emerges. Council based plans to achieve these remain the transition committee's responsibilities and are outside the scope of the PMO. The Committee Plan will be used to inform SLB of the committees progress and consolidated with other committee's plans to produce an overview of the Local Government Reform programme progress.
<b>Issue ID</b>	Issue ID to be provided by the PMO.
<b>Task</b>	Provided by PMO to reflect Guidance from Local Government Circular LG 07/09.
<b>Reference</b>	Link reference to the Local Government Circular LG 07/09 guidance. The guidance will describe what is required within the Task (product).
<b>Owner</b>	Person within the committee's organisation who is responsible for the progress of the task. This should reflect one owner but may require input from a wide group of people.
<b>Original Date</b>	Original date agreed with the PMO as the baseline date for the activity.
<b>Current Plan Date</b>	Where there is slippage from the original plan expected.

<b>Issues</b>	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. 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.
<b>ID</b>	This will be a 2 digit Code to reflect the council + a unique number assigned by the council. Example BE-12
<b>Author</b>	Person who raised the issue.
<b>Description</b>	Description of the issue and its impact on the project.
<b>Potential Resolution</b>	Potential options for resolving the issue. A number of potentials may be added before a final resolution is agreed.
<b>Owner</b>	Person responsible for the issue. This person must agree to accept the issue.
<b>Status ( Logged, In progress, Closed)</b>	Logged, In progress, Closed
<b>Date identified</b>	Date
<b>Last update</b>	Last Update Date

<b>Risks</b>	Separate from issues which have occurred the risk are events that might occur.
<b>ID</b>	This will be a 2 digit Code to reflect the council + a unique number assigned by the council. Example BE-12
<b>Risk Description</b>	The Risk Description should reflect the risk to the plan and not the event. Example: Risk of delay due to event happening.
<b>Status</b>	Open or Closed
<b>Probability( 1 low -5 high )</b>	1. <b>Unlikely</b> - requires unlikely series of events to occur. 2. There is a <b>small chance</b> the event will happen but it is still a possibility within normal circumstances. 3. It is a <b>reasonable assumption</b> that the event may happen. 4. <b>High Probability</b> that the event may happen but other alternatives events may emerge. 5. <b>High Likelihood</b> event will happen. Unlikely the event will not happen.
<b>Impact (1 -5)</b>	1. Will only impact <b>localised</b> work package 2. Will impact <b>specific stream of work</b> required by the transition committee 3. Will impact the Whole delivery of an <b>individual transition committee</b> 4. Will impact the delivery <b>across the RPA Programme</b> (time, cost, effort, quality) 5. Will <b>prevent the delivery</b> of the whole RPA Programme
<b>Risk Rating</b>	Multiply Probability x Impact. <i>Example Probability 2, Impact 3 therefore risk rating = 6</i>
<b>Category (Financial, Procurement, Political, Technical, Operational)</b>	Financial, Procurement, Political, Technical, Operational
<b>Owner</b>	The person assigned to owning the risk and managing tasks to control or accept the risk.
<b>Counter Measures</b>	Activities to reduce or control the risk.