STRATEGIC LEADERSHIP BOARD MEETING - May 2008

Terms of Reference for Implementation Structures

Summary: **Providing members with Terms of Reference for implementation structures.**

Background

At the Strategic leadership Board meeting on 2 April it was agreed that a paper on the Terms of Reference for the Strategic Leadership Board and Policy Development Panels would be presented for consideration. A separate paper is provided to consider the establishment of Transition Committees.

All of these structures will be established in alignment with the four guiding principles from the 'Better Government for Northern Ireland' report:

1. **Subsidiarity**
2. **Equality and Good Relations**
3. **Common Boundaries**
4. **Strong Local Government**

Strategic Leadership Board – Terms of Reference

The original design and composition of the Strategic Leadership Board was based on the recommendations detailed in the Review of the Local Government Modernisation Taskforce, drafted by the Improvement and Development Report in October 2006.

Following some minor amendments to reflect the changing context it is proposed that the role and composition of the Strategic Leadership Board would be as detailed in the table below.

Remit and Function	Membership
- Pinnacle and driver for the overall modernisation process. - To agree a joint overall vision and strategy for change - To provide clarity on expected outcomes. - To develop an overall work programme in conjunction with the Policy Development Panels - To advise the Minister on key decisions	**Minister** (Chair) **NILGA President** (Vice-Chair) **Four NILGA** Vice Presidents (Or their representatives) **Five Party Representatives**

and oversee the overall programme for modernisation. • To consider contributions and cascade questions and issues for action through the Policy Development Panels and Transition Committees.	(NILGA will provide support to manage the political nominations process on an annual basis in liaison with the DOE and Political Parties)
Support and Advice	
• Advice To SLB with regard to steering and developing a co-ordinated overall programme for delivery. • Support to Secretariat	Three Chief Executives of Councils **Three senior representatives from transferring Departments**.
Cycle of operation	
Pre-planned programme of meetings every six weeks, plus ad hoc meetings as required. (Meetings will be co-ordinated with the meeting cycle of the Policy Development Panels.)	

Policy Development Panels – Terms of Reference

It has been agreed that the Strategic Leadership Board will be supported by three Policy Development Panels to consider the regional policy issues and provide a policy framework for implementation. It is proposed that in line with the recommendations of the Improvement and Development Agency report the role and composition of the Policy Development Panel will be as detailed in the table below.

PDP A	PDP B	PDP C
Governance and relationships: - Community Planning; Governance; Central/Local Government Relationships	**Service Delivery : -** Service Delivery Improvement; Performance Management;	**Structural Reform Issues: -** Human Resources; Capacity Building; Finance; Estates; Regional and Sub-Regional Design
Remit and Function		**Membership**
• To present recommendations on policy and implementation proposals to the Strategic Leadership Board for consideration, as appropriate • To ensure that the policy proposals being developed are subject to appropriate liaison with stakeholders, including relevant government departments, and to the relevant impact assessments		Each panel will be composed of ten elected members, two from each of the five main political parties. Each Panel will be Chaired by an elected Member from the Strategic Leadership Board. Each panel will also have a Vice Chair

• To lead the development of a detailed programme of work, including timescales and resources, and to agree that programme with the Strategic Leadership Board • To ensure that the programme of work remains on track and report regularly to the Strategic Leadership Board on progress, using agreed progress reporting methods, via the Programme Management Office • To ensure that an appropriate business case is developed for all resource requests • To commission projects on key work areas • To develop, where appropriate, proposals for local pilots in specific geographic areas • To develop guidance documents	(NILGA will provide support to manage the political nominations process on an annual basis in liaison with the DOE and Political Parties.)

Advice and Support

• Advise the Policy Development Panel with regard to steering and developing a co-ordinated overall programme for delivery. • Support to Secretariat • The role of Officer Working groups will be to support the policy development process, undertake or commission research projects.	One lead Local Government Chief Executive Supported by a Substitute Chief Executive. Officer Working Groups will be Commissioned to undertake policy development work as required.*

Cycle of operation

Meeting every six weeks within individual policy development panels. Pre-determined programme of meetings to feed conclusions on policy formulation and results of implementation work into SLB within the reporting cycle.

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