



RPA Implementation Plan for BCC RPA TRANSITION MANAGEMENT TEAM (VERSION 1)

APPENDIX 2

The implementation plan below sets out the initial programme of work and associated schedule in regard to the RPA **over the next year**. Projects have been chunked and prioritised where possible and lead officers identified. Whilst the work plan is somewhat frontloaded, this is driven by the necessity for the Council to align its consideration of RPA related issues with the legislative timetable. Inevitably, the level of RPA related activity will grow in intensity and scope throughout the transition period and its management and delivery must be adequately resourced and co-ordinated. A balance must be maintained between ensuring the effective management of the change process and delivering business as usual.

It is important to recognise that planning is a process of constant review, re-prioritisation, refinement and refocusing of effort and resource in line with shifting demands and needs. Therefore, this timetable and work plan should be viewed as live documents which will be further amended to reflect potential changes to the external programme of work or to take account of important issues as they may arise of ad-hoc issues as they arise.

N.B. It is expected that this workload will only get bigger.

DELIVERABLES	2009 Pre-Transition Period										2010 Transition				RAG STATUS
	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April			
	Responsibility														
	Lead	Support													
<u>PROGRAMME MANAGEMENT</u>															
1. Draft Implementation Plan to Transition Committee for consideration and endorsement	K Heaney	CIT					4 th								
2. Draft Communications and Engagement Strategy submitted to Committee for endorsement	E. Deeny	CIT					18 th								
<u>POLITICAL INTERFACE OUTSIDE FORMAL COMMITTEES</u>															
1. Legislative timetable briefings?															
1.1 Familiarisation Workshops with new SP&R Members	COMT	CIT					17 th								
1.2 Budget and Transformation Panel Briefing re: financial implications?	COMT	CIT													
1.3 Party Briefings - development of programme of engagement	COMT	CIT													
<u>LEGISLATIVE TIMETABLE</u>															
1. Local Government (Miscellaneous Provisions) Bill															
1.1 Consultation on Statutory incorporation of Transition Committees	DOE														
1.2 BCC to formulate /input to consultation	C Quigley	CIT & CMS													
1.3 Report to Transition Management Team	C Quigley	CIT													
1.4 Report to Transition Committee	C Quigley	CIT													
1.5 Consultation on enabling powers to develop Members' Severance Scheme	DOE														
1.6 BCC to formulate position/input to consultation	C Quigley	CIT and CMS													
1.7 Report to Transition Management Team	C Quigley	CIT													
1.8 Report to Transition Committee	C Quigley	CIT													
1.9 Consultation on Miscellaneous Provisions Bill	C Quigley	CIT													

DELIVERABLES	2009 Pre-Transition Period										2010 Transition				RAG STATUS
	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April			
	Responsibility														
	Lead	Support													
<ul style="list-style-type: none"> Review of the potential impact on the rate base 	G Millar	Finance Working Group / CIT													
5.4 Report to Transition Management Team on consequences of LG boundary changes	G Millar / K Heaney	CIT													
5.5 Report to Transition Committee on consequences of LG boundary changes	G Millar / K Heaney	CIT													
6. INFLUENCE & ENGAGEMENT	G Millar / K Heaney														
6.1 Review of established RPA Delivery Structures (e.g. SLB, PDPs, RTCG)	CeX														
6.2 Strategic Leadership Board	CeX		22 nd		3 rd	14 th	25 ^t _h	7 th	18 ^t _h	9 th					
<ul style="list-style-type: none"> Influencing matrix - identify key issues that BCC engage on at both political & CeX level 	K Heaney	CIT													
6.3 Regional Transition Co-ordination Group	CeX		11 th	11 th	23 rd	3 rd	3 rd								
<ul style="list-style-type: none"> Influencing matrix - identify key issues that BCC engage on at both political & CeX level 	K Heaney	CIT													
6.4 PDP A	K Heaney														
<ul style="list-style-type: none"> Influencing matrix - identify key issues that BCC engage on at both political & CeX level 	K Heaney	CIT													
6.5 PDP B	K Heaney														
<ul style="list-style-type: none"> Influencing matrix - identify key issues that BCC engage on at both political & CeX level 	G Millar / K Heaney	CIT													
6.6 PDP C															
<ul style="list-style-type: none"> Influencing matrix - identify key issues that BCC engage on at both political & CeX level 	G Millar / K Heaney	CIT													
6.7 Transfer of Functions															
<ul style="list-style-type: none"> Establish and chair Transfer of Functions Working Group and Sub-Groups 	CeX	CIT													
<ul style="list-style-type: none"> Co-ordinate the development of detailed position papers on transferring functions 	CeX / COMT	CIT													
<ul style="list-style-type: none"> Report to Transition Committee and Transition Management Team re: transfer of functions 	CeX / COMT	CIT													
<ul style="list-style-type: none"> NI Executive Sub-Committee Meeting to agree final recommendations re: transfer of Functions 	CeX / COMT						7 th								
<ul style="list-style-type: none"> Establish necessary engagement mechanisms with Transferring Function Departments to take forward detailed discussions in regard to the transfer of functions to Belfast City Council 	CeX / COMT														
<ul style="list-style-type: none"> - DoE - DSD - DRD - DCAL - DARD - DETI 															
<ul style="list-style-type: none"> Report to Transition Management Team re: transfer of functions - implications for Belfast 															
<ul style="list-style-type: none"> Report to Transition Committee re: transfer of functions - implications for Belfast 															
6.8 Reform of Planning Service - consultation document to be released	DoE														
<ul style="list-style-type: none"> Report to Transition Management Team re: Planning Reform 	G. Millar / M T McGivern	CIT/Dev				7 th									
<ul style="list-style-type: none"> Report to Town Planning Committee re: Planning Reform 	G. Millar / M T McGivern	CIT/Dev				6 th									
<ul style="list-style-type: none"> Report to Development Committee re: Planning Reform 	G. Millar / M T McGivern	CIT/Dev				12 th									

DELIVERABLES	2009 Pre-Transition Period										2010 Transition				RAG STATUS	
	Responsibility		May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April		
	Lead	Support														
17. Procurement																
17.1 Ongoing engagement in the development of a Procurement Strategy/Framework for Local Government	V. Cupples	CIT														
18. Transition Committees and Transition Management Teams																
18.1 Develop initial Forward Work Programme for Transition Committee - which will change incrementally	G Millar	CIT														
18.2 Examine the governance implications resulting from the Transition Committee (i.e. SP&R) gaining a statutory basis and the future relationship with the Council	C. Quigley	CMS / CIT														
18.3 Establish appropriate reporting mechanisms with DoE - for audit purposes	G Millar	CIT														
18.4 Write formally to Transition Committee for Lisburn /Castlereagh informing them of the establishment of the BCC Transition Committee and its membership.	CeX	CIT														
18.5 Establish necessary engagement mechanisms with the Lisburn /Castlereagh Transition Committee so as to enable relevant transitional issues to be taken forward.	CeX	CIT														
18.6 Development of BCC Constitution	C Quigley	CIT														
18.7 Prepare for local Government Elections	L Steele															

** RAG STATUS

	Successful delivery of the project/programme to time, cost and quality appears highly likely and there are no major outstanding issues that at this stage appear to threaten delivery significantly
	Successful delivery appears feasible but issues in regards to, for example, funding, commitment, deliverability already exist requiring attention.
	Successful delivery of the project/programme appears to be unachievable. There are major issues in regards to any firm commitment, delivery schedule, budget required and quality or benefits delivery, which at this stage do not appear to be manageable or resolvable. The project/ programme viability may need re-assessed

Version Control

Version	Date	Amended by	Principle Changes
Version 0.1	September 2009	K Heaney, RPA Co-coordinator	First cut draft for consideration of SP&R

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