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**Society of Local Authority Chief Executives  
And Senior Managers  
Northern Ireland Branch**

**BRANCH MINUTES**

*venue*            **Craigavon Borough Council  
Civic Centre  
Lakeview Road  
Craigavon**

*date & time*    **Friday 10 July 2009 at 10.00am**

<b>POSITION</b>	<b>PRESENT</b>	<b>APOLOGY</b>
<i>CHAIR</i>	<i>Trevor Polley</i>	
<i>SECRETARY</i>	<i>Liam Hannaway</i>	
<i>VICE CHAIR</i>	<i>David McCammick</i>	
<i>TREASURER</i>	<i>Ashley Boreland</i>	
<i>VICE SECRETARY</i>		<i>Liam Flanigan</i>
<i>AUDITOR</i>	<i>Rodney Connor</i>	
<i>PAST CHAIR</i>		<i>Philip Faithfull</i>
	<i>Michael Docherty</i>	<i>Roger Wilson</i>
	<i>Robert Gilmore OBE</i>	<i>Norman Dunn</i>
	<i>John McGrillen</i>	<i>John Briggs</i>
	<i>Anne Donaghy</i>	<i>John Dempsey</i>
	<i>Danny McSorley</i>	<i>Adrian Kerr MBE</i>
	<i>Edwin Campbell</i>	<i>Nora Winder</i>
	<i>Alan Burke</i>	<i>Heather Moorhead</i>
	<i>Brian Hanna OBE</i>	<i>Martyn Todd MBE</i>
	<i>Tom McCall</i>	<i>Richard Lewis</i>
	<i>Mick McGuckin MBE</i>	<i>Marie Therese McGivern</i>
	<i>Eamon McCotter</i>	<i>Norman Davidson</i>
	<i>John Quinn</i>	<i>Eddie Curtis</i>
		<i>Valerie Watts</i>
		<i>John McLaughlin</i>

<b>IN ATTENDANCE</b>		
Executive Officer	Christine Horner	
DOE	John Price	10.00am – 11.00am
DOE	Angela Fitzpatrick	10.00am – 11.00am

<b>1.</b>	<b>APOLOGIES</b>	
1.1	Noted as above	
<b>2.1</b>	<b>RPA</b>	
	<b>Action Points on Issues Raised by SOLACE Members and DOE</b>	
2.1.1	<b>Outcomes from the SLB meeting on Friday 3 July.</b> A consultation on Planning reform issued on 6 July 2009. PA Consulting has been appointed to recommend a way forward with programme management.	
2.2.2	The Executive Sub Committee is scheduled to take place on 20 July, however Minister Wilson and McGimpsey will not be available the other three Ministers will discuss transfer of functions	
2.1.3	DOE sent out a circular on Capital Expenditure and Transition Committee roles confirming that while there is no requirement for T.C. approval it is good practice for T.C's to discuss issues.	
2.1.4	The Community Planning paper from PDP A was cleared at SLB and will be circulated.	CH to obtain and circulate
2.1.5	The SLB cleared the recommendations on the PWC report, a new report will be finalised and again presented to SLB. Stephen Smyth, PWC, will take the Economic Appraisal forward. The focus is now on implementation and outcomes, an event for Transition Committees will be held in September. Input on the paper is welcome from practitioners. Members requested a current copy of the PWC presentation.	CH to obtain and circulate
2.1.6	<b>Legislation</b> The Miscellaneous Provisions Bill has been cleared through the 2 <sup>nd</sup> stage of the Assembly and will now go to the Executive.  Consultation on the Finance Bill will issue in the next few weeks.	
2.1.7	<b>Communication</b> Louise Thompson met with the nominated communications officers; Coleraine and Craigavon are ahead on this issue and will share information with other councils at an appropriate time. Eileen Beamish will attend the next meeting to give a best practice perspective. It was noted that Strategic input is necessary in the communication group to assist those who are not familiar with the RPA issues.	
<b>3.</b>	<b>Presentations</b>	
3.1	None	
<b>4.</b>	<b>MINUTES</b>	
	<b>Minutes of Branch Meeting of Friday 5 June 2009</b>	
4.1	The minutes of the Branch meeting on Friday 5 June 2009 were proposed to be adopted by John McGrillen and seconded by David McCammick.	
4.2	<b>Branch Acton Sheet</b> All items on the action sheet have been dealt with or are ongoing.	

4.2.1 At the Special branch, meeting on 19 June it was agreed that the Branch commission SOLACE Enterprises to draft a critique of the PWC report. That critique was sent to SLB for 3 July. David McCammick proposed that the Branch approve the funds for the critique this was seconded by Liam Hannaway.

CH to note

4.3 **The next Executive Committee meeting will be held on Friday 18 September 2009 in the Derry City Hotel to accommodate the NILGA AGM.**

## 5. CHAIRMAN'S BUSINESS

5.1. Liam Hannaway confirmed that he and Anne Donaghy met with Maura Campbell NIO on the issue of DPP and CSP's, Trevor Polley confirmed that he is content to continue in this group.

CH to note TP continued interest

5.2 The Chair confirmed that he attended the SOLAC AGM in Harrogate last week.

## 6. PRIORITY ISSUES

6.1 **Role of SOLACE as influencer in RPA process**  
Branch Members agreed with the proposals in the paper circulated that the SOLACE *RPA review sub group*, which was recently established, extend the remit to enable it to examine relevant RPA related issues as they emerge over the summer months. It will formulate SOLACE briefing/ position papers for submission to the RPA consultation and implementation process. The group comprises *John McGrillen, Norman Dunn, Peter McNaney, Geraldine McGahey, Liam Hannaway, Ashley Boreland and David McCammick.*

CH to note

6.2 **Options for Response to HR issues on Senior Management Appointments**  
Members discussed the statement from the former Minister of Environment on the Staff Commission, the apparent push towards open recruitment and the local government reform joint forum. It was agreed that the SOLACE RPA Sub group alongside Adrian Kerr, will give this issue consideration in terms of legal advice and SOLACE view on methodology.

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## 7. NILGA

7.1 The vice chair noted item 7 in the draft minutes of the joint NILGA / SOLACE Executive for mutual support to write to establish meetings with DFP and DOE on funding for local government.

## 8. Corporate Partners

8.1 The existing partnership agreement with PWC is being tied up at present. Discussions with Tascomi are ongoing.

## 9. SOLACE CONFERENCES and Events **Joint Events with CEX Forum and LGSC**

9.1 The event on 25 June was very successful, the programme and summary of the next event on 17 September were circulated this week. Speakers are yet to confirm for the October event.

CH to circulate Sept / Oct information

9.2	<p><b>Joint Event with the All Island forum Wednesday 18 November</b> Paula from the All Island Forum is currently trying to establish a date to meet to discuss the event content further.</p>	LH /CH to arrange further meeting with All Island Forum
9.3	<p><b>Support Programme for Chief Executives working with Transition Committees</b> It was proposed that, as the PWC report timetable is the end of August a further event should be agreed in principle but full information needs to be available on the content. It was agreed to contact John Hanna to ascertain the training group agreement to fund.</p>	CH to obtain seek funding agreement from Training Group
9.4	<p><b>Skills workshop for Chief Executives</b> Members acknowledged the programme provided by Solace Enterprises but noted that it is aimed at aspiring CEX's. Members requested a programme similar to the Manor House event in 2007 aimed at individual development in terms of assessment centre, interview etc. Robert Gilmore agreed to review the proposed programme and return to the branch. <b>Development Workshop for New Chief Executives</b> Names of those interested have been given to John Hanna in LGSC to enable arrangements to be taken forward with SOLACE Enterprises</p>	RG to review programme
9.5	<p><b>One Day Branch Event</b> Members discussed the proposal for a one day branch event and the possibility of combining two events to accommodate the CEX development opportunities noted above. Members agreed in principle to a one day event, and that the Chair, vice Chair, Secretary, John McGrillen, Robert Gilmore, Adrian Kerr and the Policy Officer will meet to discuss the options for both CEX development and branch one day conference at an early date.</p>	TP, DMcC, LH, JMCG, RG, AK and CH discuss one day event for 2009
9.6	<p><b>Gender Action Steering Group Women's Event</b> The proposed half-day programme was tabled and members agreed that this should be taken forward on a suitable date in September if possible.</p>	CH to take forward with LGSC and G McG
9.7	<p><b>SOLACE National Conference Brighton 2009</b> It was noted that the national conference programme for Brighton has issued.</p>	
<b>10. CORRESPONDENCE FOR INFORMATION</b>		
10.1	<p><b>E-Mail from Robert Sye DOE on Changing Faces.</b> Noted</p>	
10.2	<p><b>Copy PWC public policy article 'Bridging the Gap; Transforming Public Transport in Northern Ireland.</b> Noted</p>	
10.3	<p><b>E-Mail from H Moorhead re. Advertising Audit Consultancy</b> Noted</p>	
10.4	<p><b>LSC Consultation on Proposals for the Northern Ireland Funding Code</b> Noted</p>	

10.5	<p><b>Solace response to NI Assembly Ad Hoc Committee on Private Security Industry (NI) Order 2009</b> Noted</p>	
10.6	<p><b>Written Ministerial Statement by Sammy Wilson MP MLA Minister of the Environment Decisions on the future of Local Government Staff Commission</b> Noted</p>	
10.7	<p><b>Gas NI Bill</b> Noted</p>	
11.	<b>CORRESPONDENCE FOR ACTION</b>	
11.1	<p><b>E-Mail from NILGA to seek CEX nominee to Economic Development Committee</b> The Policy officer relayed that NILGA have requested two nominees. Branch members nominated John McGrillen with Liam Hannaway as a substitute.</p>	CH to notify parties
11.2	<p><b>Letter from County and City Managers Association invitation to Chair to Annual Dinner</b> Agreed that Chair will attend.</p>	
11.3	<p><b>E-Mail seeking nominees to the pha Project Steering Group from Pilot areas</b> The Policy Officer noted that Suzanne Wylie had hoped that John Briggs or Valerie Watts would be available to address this issue. Ashley Boreland confirmed that difficulties have arisen in communication with the department on these meetings; Alan Burke also confirmed that difficulties exist. It was agreed that the Policy Officer contact the department and seek clarification of the communication arrangements.</p>	CH to contact Heather Reid
11.4	<p><b>E-Mail from NI Environment Link</b>  It was agreed that this item be considered later when it may be taken to the Transition Committees.</p>	CH to notify parties
11.5	<p><b>E-Mail from LPS seeking nominees to Strategic Steering Group</b> It was noted that at present Trevor Polley with David McCammick as sub sit on the steering group. Members nominated Valerie Watt, David McCammick and Trevor Polley.</p>	CH to note
11.6	<p><b>Draft NI Strategic Energy Framework</b> Noted.</p>	
11.7	<p><b>Reform of the Planning System in NI</b> David McCammick proposed that the Planning Sub Group reconvene to consider this issue. The Group comprises: John Quinn, Marie Therese McGivern, Gerard McGivern, Gerry Millar, Kieran Doherty, Jim McCrory, Liam Flanigan, Norman Dunn, David Bell, Lewis Porter, K Sutherland, Alistair Law and Kieran Heaney. Norman Dunn will co-ordinate.</p>	ND to note

## **12. COMMUNICATIONS SLOT**

### **12.1 Swine Flu preparations**

Anne Donaghy gave members an update on the current situation regarding Dept of Health preparations for the Swine Flu and the assistance sought from Local councils for facilities and staff to distribute pharmaceuticals. Members agreed in principle to local authorities giving assistance. Anne agreed to update members when discussions reach more definite conclusions.

### **12.2 NI Local Government Awards**

Members agreed to the Policy officer proposal to fund £1000 as partner to the next Local Government Awards and seek £1500 funding in sponsorship on behalf of the branch.

### **13.1 Letter of invitation to Dinner for Branch Members for 23 September 2009.**

The Chair requested that branch members support the invitation from the Corporate Partners PWC to dinner with Michael Kitts on 23 September. The Policy Officer will circulate the invitation and collate responses.

### **13.2 Acknowledgement letter from Deane Morrice MBE**

Noted

## **14. DATE OF NEXT BRANCH MEETING**

**Friday 4 September 2009  
Newtownabbey Borough Council  
Mossley Mill  
Carnmoney Road North  
Newtownabbey  
BT36 5QA**

**The next Executive Committee meeting will be held on Friday 18 September 2009 in the Guild Hall Derry to accommodate the NILGA AGM.**

CH to note

CH to circulate letter