

Elected Member Development Charter - Update	20 September 2016
Corporate Policy and Resources Committee	For Decision

Linkage to Council Strategy (2015-19)	
Strategic Theme	Leader and Champion
Outcome	Provide civic leadership to our citizens
Lead Officer	Head of Democratic & Customer Services
Cost: (If applicable)	£5,000

The purpose of this report is to update the Corporate Policy and Resources Committee on progress being made by the Steering Group around achieving Elected Member Development Charter and to seek approval from the Committee on cost for a Training Needs Analysis, approval of Elected Member Training and Development Policy Statement and Steering Group Terms of Reference.

1 Background

Council agreed, on the recommendation of the Corporate Policy and Resources Committee (CPR 160419) to sign up to the NI Elected Member Development Charter and set up a Steering Group to take forward the programme of work.

Members of the Steering Group are Alderman Cole (DUP), Alderman Finlay (DUP), Councillor Baird (UUP), Councillor Wilson (UUP), Councillor Nicholl (SF) and Alderman Hickey (SDLP).

The first meeting of the Steering Group was held on Thursday 1 September 2016. Attached is the report of the meeting, with a copy of the Member Learning and Development Policy Statement and Terms of Reference agreed by the Steering Group.

2 Recommendation:

That the Committee approve the £4,500 – 5,000 cost for a Training Need Analysis, adoption of the Policy Statement and Terms of Reference.



**REPORT OF THE PROCEEDINGS OF THE MEETING OF
THE ELECTED MEMBER DEVELOPMENT CHARTER STEERING GROUP
HELD IN CIVIC HEADQUARTERS, COLERAINE ON
THURSDAY 1 SEPTEMBER 2016 AT 1 PM**

- Members Present** : Aldermen Cole and Hickey
Councillors Baird and Nicholl
- Officers Present** : E Johnston, Head of Democratic & Customer Service
E McCaul, Committee and Member Services
- In Attendance** : Alderman Donnelly, Armagh City, Banbridge and
Craigavon Borough Council
- D McCallan, NILGA
F Douglas, NILGA

1 APOLOGIES

Apologies recorded from Alderman Finlay and Councillor Wilson.

2 OVERVIEW, INDUCTION AND TIMEFRAME FOR THE ELECTED MEMBER CHARTER

D McCallan, NILGA opened the meeting by giving a presentation on Northern Ireland Charter for Elected Member Development. He stated that the Charter was a nationally accredited standard and that this showed councils' commitment to developing and supporting its elected members. It also recognises the strengths and areas for improvement and ensures that member development supports corporate and community priorities.

D McCallan went through the various stages of the Charter and highlighted the benefits to Causeway Coast and Glens Borough Council, which included building elected member capacity in line with good practice and elected members being better placed to serve their council and local communities. It was expected that the process would take 9 months.

3. **ALDERMAN DONNELLY – ARMAGH BANBRIDGE & CRAIGAVON BOROUGH COUNCIL**

Alderman Freda Donnelly who has served as a Councillor for 15 years introduced herself to the steering group. She outlined that as a new councillor she had no experience or knowledge of the workings of council and not knowing history of topics, little knowledge of budgets, setting the rates or various departments within council and the service they carried out. This was a steep learning curve for any newly elected member.

Alderman Donnelly gave an overview of what she had gained from the Charter, how Armagh, Banbridge & Craigavon had improved through taking part in programmes to get informed on adequate budgets, accountability, media training, chair and vice chair training and familiarisation visits.

The points made in the question and answer session which members considered would be beneficial included:

- More knowledge on rate setting process.
- Team building.
- Process for requests to officers for work to be carried out.
- Improving communication.
- Cohesiveness.
- DEA work.
- Work together to achieve goals.
- Building Elected members/officer relationships.

4 **TRAINING NEEDS ANALYSIS**

The Head of Democratic & Customer Services advised that PSM Consulting had been approached to carry out a training need analysis to identify development needs, following this a baseline report would be brought back to the Steering Group. This would involve a 45 minute interview with each member.

It was agreed that priority would be given to a training session on rates process in lay man terms, in light of the fact that the rates process would commence in November 2016.

Alderman Cole proposed, seconded by Councillor Baird to **recommend** to the Corporate Policy & Resources Committee that the quotation of £4,500 - £5,000 for training need analysis be accepted.

5 TERMS OF REFERENCE FOR STEERING GROUP

A draft Terms of Reference for the Steering Group was circulated for consideration.

Alderman Hickey proposed, seconded by Alderman Cole that Councillor Baird would be the Steering Group Chair and that the Terms of Reference be approved. (Appendix A)

Group to meet at least 4 times a year on the 2nd Thursday of the month.

6 ELECTED MEMBER LEARNING AND DEVELOPMENT POLICY STATEMENT

The Head of Democratic & Customer Services circulated a draft Member Learning and Development Policy Statement which set out Causeway Coast and Glens Borough Council's commitment to provide quality services, good value for money and to make the Borough a better place to live, work and visit.

It was agreed that the Policy Statement, which was accepted in principle be considered by members and any further comments referred to Head of Democratic and Customer Service, with a view to the Policy Statement being forwarded to the Corporate Policy and Resources Committee for approval (Appendix B).

The meeting concluded at 2.50 pm.



Elected Member Development Charter Steering Group

Terms of Reference (Draft)

The Elected Member Steering Group has been established to progress the following:

- Achievement of Elected Member Development Charter, and make regular progress reports to Corporate Policy and Resources Committee.
- Responsible for Member Development and to develop a policy and the amount of entitlement for development of each Member over the Council term.

Objectives of the Steering Group

1. To establish priorities for the Learning and Development of Members, linked to the Council's Corporate Plan.
2. To maintain and encourage commitment to the continuous learning and development of all Members and acknowledge the pivotal role which Member Learning and Development plays in the effective operation of Council business.
3. To ensure that Member Learning and Development is Member led.
4. To ensure and promote accessibility for all Members to Learning and Development opportunities.
5. To approve the annual and subsequent amendments to the Elected Member Continuous Professional Development Strategy and Implementation Plan.
6. To assess and approve the application of the Member Learning and Development Policy.
7. To review the effectiveness of Member Learning and Development to identify positive impact.
8. To provide updates to Council and raise pertinent issues on learning and development matters.
9. To strive for best practice and be a leading Council in the area of Member Learning and Development.
10. To ensure effective utilisation of available budget.
11. To demonstrate continuous improvement.

Frequency of meetings

The Group will meet a minimum of four times per year.

Membership

Alderman Cole
Alderman Finlay
Alderman Hickey
Councillor Baird (Chair)
Councillor Wilson
Councillor Nicholl

Quorum

The Group will be quorate when at least 2 of the Elected Members are present.

Support to the Group

Attending the meetings and supporting the group will be:-
Head of Democratic and Customer Services

Location of Meetings

Meetings will be held in Civic Headquarters/ Other Civic Buildings, as agreed by Steering Group.

Reporting

Notes from the Elected Member Development Group will be submitted to Senior Management Team (SMT) and reported to the Corporate Policy and Resources Committee.

Deliverables

- Elected Member Continuous Professional Development Strategy & Implementation Plan
- Elected Member Development Policy
- Elected Member Personal Development Plans
- Elected Member Learning and Development Needs Analysis
- Evaluation/Improvement Framework

August, 2016



MEMBER LEARNING AND DEVELOPMENT POLICY STATEMENT

Causeway Coast and Glens Borough Council is committed to providing quality services, which represent good value for money and make the Causeway Coast and Glens Borough a better place, to live, work and visit.

Our ability to deliver high quality services and achieve the Council's aims and strategic objectives depends on our commitment to provide continuous training and development of our Elected Members to enable them to carry out their roles effectively.

All Elected Members should have access to appropriate learning and development activities to enable them to acquire the knowledge and skills required to be an effective Elected Member. In support of this we will seek to provide opportunities in ways which best suit the needs of members taking account of their wide range of other commitments. Learning is maximised by using a variety of appropriate training methods and dedicated resources will be provided for this commitment to be fulfilled.

Members should be encouraged to identify their own development needs and participate fully in learning and development activities.

Member development is led by our Member Development Steering Group and our Chief Executive. The primary role of the steering group is to oversee the development, implementation, monitoring and evaluation of Member development activities in line with our Corporate Plan.