

Title of Report:	Correspondence
Committee Report Submitted To:	Corporate Policy and Resources
Date of Meeting:	26 November 2019
For Decision or For Information	FOR DECISION

Linkage to Council Strategy (2019-23)	
Strategic Theme	Leader and Champion
Outcome	Establish key relationships with Government, agencies and potential strategic partners
Lead Officer	Director of Corporate Services

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	
Staffing Costs	

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1. **Purpose of Report**

The purpose of this report is to present correspondence for Members' consideration.

2. The following correspondence had been received:

2.1 **Lisburn & Castlereagh City Council – Local Government Training Group** (copy attached)

SOLACE has agreed the continued delivery of the Local Government Training Group (LGTG) shared service by Lisburn and Castlereagh City Council for the 12month period April 2019-March 2020.

Council subscription rates to LGTG have remained the same as last year. Enclosed is Council's invoice for its contribution for the current financial year.

LGTG contribution 2019/20 **£14,568.00 NET**

2.2 **DfI Public Appointments Unit – Appointment of Councillors to the Board of the Drainage Council for Northern Ireland** (copy attached)

Department for Infrastructure (DfI) has started the recruitment process to appoint ten Councillors to the Drainage Council. Council is invited to submit nominees to be considered by the Secretary of State for Northern Ireland for appointment to the Drainage Council.

The Appointments are not positions of responsibility as defined under the 2014 Act, which require to be shared across the parties using d'Hondt or Saint-Lague formula of the Single Transferrable Vote method.

The Commissioner for Public Appointments also requires that public appointees should serve no more than two terms in the same position and no more than ten years in total. Council is asked to ensure that those who it is considering nominating will not have served more than one term on the Drainage Council. Councillors who have already served two terms, of whatever lengths, will not be eligible to be interviewed.

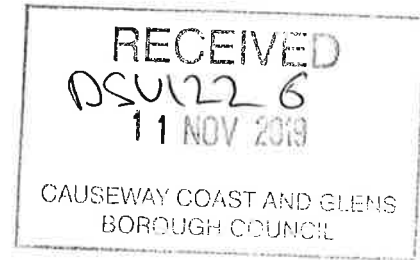
DfI wishes to improve diversity on its Boards and would welcome Council nominations from the following under-represented groups; women, younger people, people with disabilities and people from ethnic minority backgrounds.

3. **Recommendation**

It is recommended that the Corporate Policy and Resources Committee consider the correspondence.



Mr David Jackson
Chief Executive
Causeway Coast and Glens Borough Council
66 Portstewart road
Coleraine
BT51 1EY



6 November 2019

Dear Mr Jackson

RE: Local Government Training Group

SOLACE has agreed the continued delivery of the Local Government Training Group (LGTG) shared service by Lisburn and Castlereagh City Council for the 12 month period April 2019-March 2020.

It is agreed that Lisburn and Castlereagh City Council continues to host the service on the same arrangements as last year as per the enclosed Service Level Agreement. Accountability for governance arrangements and decision making remains with the LGTG Board, currently chaired by Mr Stephen Reid, Chief Executive of Ards and North Down Borough Council.

Council subscription rates to the LGTG these have remained the same as last year, as agreed by Solace. Enclosed is your invoice for your contribution for this current financial year, I have enclosed two copies, one for your records and one to be forwarded to your finance department for processing.

The LGTG will be reviewed over the next few months to determine how the service should develop to meet the needs of councils moving forward.

I have also enclosed a summary of LGTG Activity for information. Should you have any queries in relation to the above, please contact Diana Stewart, Human Resources and Organisational Development Manager, by email to diana.stewart@lisburncastlereagh.gov.uk or 028 9244 7497.

Yours sincerely

A handwritten signature in black ink that reads 'C Magee'.

Caroline Magee
Head of Human Resources and Organisational Development

Encs

SERVICE LEVEL AGREEMENT BETWEEN LISBURN & CASTLEREAGH CITY COUNCIL AND COUNCILS PARTICIPATING IN THE LOCAL GOVERNMENT TRAINING GROUP FOR THE PERIOD APRIL 2019 TO MARCH 2020

Introduction

1. Following the Ministerial decision to close the Local Government Staff Commission (LGSC), SOLACE commissioned a review, via iESE, a public sector partner, to determine options for Councils to collaborate in the field of Human Resources (“HR”) and Organisational Development (“OD”). The work completed by iESE set out to determine the range of HR matters where collaboration would be beneficial on the basis of need and critical gaps, and additionally consider these against what has worked well within current HR operations.
2. Following consideration the SOLACE group recommended the establishment of a Collaborative HR Model.
3. This Service Level Agreement (“the Agreement”) provides a legal basis for the management, provision and direction of the collaborative LGTG/Learning & Development Service (“the Service”).
4. The aim of this Agreement is to facilitate the provision of the collaborative LGTG/Learning & Development Service to Participating Councils.

Participating Councils

5. Lisburn & Castlereagh City Council shall be the “Host Council.”
6. All eleven Northern Ireland Councils are participating, i.e.
 - Antrim and Newtownabbey Borough Council
 - Ards and North Down Borough Council
 - Armagh City, Banbridge and Craigavon Borough Council
 - Belfast City Council
 - Causeway Coast and Glens Borough Council
 - Derry City and Strabane District Council
 - Fermanagh and Omagh District Council
 - Lisburn and Castlereagh City Council
 - Mid and East Antrim Borough Council
 - Mid Ulster District Council
 - Newry, Mourne and Down District Council

Function, Governance and Resourcing of the Service

7. The function of the Service is to establish and maintain a Learning & Development Service (to include facilitating the implementation of the Local Government People & Organisation Development Strategy) for the Participating Councils to avail of when required.
8. The Service will be governed by the provisions of the Governance, Accountability and Audit Arrangements paper.
9. The Host Council shall be remunerated and reimbursed for the provision of resources to deliver the Service as follows:
 - Recoupment of salary costs in respect of a Professional Officer (full-time) fixed term post to 31 March 2020 at salary scale SO2 and related employer costs.
 - Recoupment for costs in respect of Administration, Finance, Procurement and Audit support at a nominal rate of £6,000.
 - Administrative costs for the use of stationery, copying, postage telephone etc. at a nominal rate of £1,000 per annum.

Role of Host Council

10. The Host Council shall take the lead in providing a shared resource to identify and support the learning, development and capacity building measures required by councils, to include a scoping exercise to establish the future model, delivery mechanism and requirements of the Service.
11. The provision of the Service under the terms of this agreement will be independent from the internal HR operations of the Host Council.
12. The Host Council, also as a Participant Council, can avail of the Service under this Agreement.

Funding

13. The funding for the period 2019-2020 is attached at 'Appendix A'

IT IS AGREED AS FOLLOWS

- 1) Lisburn & Castlereagh City Council will act as Host Council i.e. contracting authority.
- 2) Only those services as agreed by the Participating Councils will be considered to become part of the Service offering under the terms of this Agreement.

- 3) The Participant Councils agree that this Agreement shall be governed by Northern Ireland law and that the Courts of Northern Ireland shall have exclusive jurisdiction in relation thereto.
- 4) The provision of services under this Agreement will be reviewed 12 months after establishment to ensure that it is fit for purpose, delivering the functions Councils need and the benefits of collaboration are being achieved.
- 5) Any additional services outside the agreed functions are commissioned to an agreed fee structure.
- 6) Any Participating Council shall terminate this Agreement by giving one month's prior notice to the Host Council, save they must ensure that any outstanding amounts owed to any service provider or the remaining Participating Councils under the terms of this Agreement are firstly discharged. Such termination shall not affect the continuation of the Agreement for the remaining Participating Councils.
- 7) Any body other than the Participating Councils who wish to avail of the services provided under this Agreement can avail of the same with the approval of all Participating Councils. Thereafter that outside body will pay for the service on an amount to be agreed.

DECLARATION

This agreement is entered into
SIGNED on this day _____ for _____ **COUNCIL**

NAME _____
(PRINT NAME) (SIGNATURE)

Designation: **Chief Executive**



Local Government Training Group

THE LOCAL GOVERNMENT TRAINING GROUP

ACTIVITY UPDATE APRIL 2019 – MARCH 2020

SUMMARY FIGURES

April 2018 – March 2019

OPEN PROGRAMME

95 courses were delivered on the LGTG open course programme

More than 700 local government officers were trained

15 university courses were supported, including the Emerging Leaders programme and BSc in Management Practice

IN-HOUSE FUNDING

All 11 councils were given direct funding support from LGTG to deliver 132 in-house courses for officers and elected members

Councils received approximately £70K of support towards leadership development

OTHER TRAINING GROUP ACTIVITIES

The LGTG provided direct funding support for NILGA's Regional Training Programme

4 officers were given funding support to attend the Cross Border Local Authority Women's Leadership Programme

A new LGTG Training Framework was procured (valid to 2023) and provides 43 different short courses for officers and 6 for elected members

The LGTG funded the Chief Executives' Forum membership for local government

The LGTG supported Organisation Development and Organisational Design training to assist with transformation and service improvement

Open Course Programme

22 courses were offered as part of the Open Programme in April and May with over 220 officers trained.

Funding was available towards 4 further education programmes run by Queens University and Ulster University.

There is funding available for leadership development across the 11 councils.

In-House Course Funding

During April to September 2019 the LGTG issued funding in the region of £11,712 to councils who requested support for in-house training. Courses ranged from the one day Tender Evaluation to the five day Frontline Development Programme.

88 in-house courses will be funded by the LGTG from September 2019 to March 2020.

Elected Member Development

The LGTG continues to provide direct funding support for NILGA's Regional Training Programme.

The LGTG provides 25% funding towards Elected Member Charter or Charter Plus Assessment.

Other Training Activities

The LGTG will continue to fund the Learning Management System for local government until December 2020.

Procurement of regionally required specialist training, for example the new Coaching Framework.

Two programmes – Influencing and Negotiating Skills and BTEC Level 7 Investigative Practice are being 50% funded by the LGTG. A total of 43 officers trained across 10 councils.

Councils are able to claim £2500 funding support from the LGTG towards Investors in People Assessment and Survey.

Mr David Jackson
Causeway Coast and Glens
Borough Council
Council Headquarters
Cloonavin
66 Portstewart Road
Coleraine
BT52 1EY

Public Appointments Unit
Room 5-42
Clarence Court
10-18 Adelaide Street
Belfast
BT2 8GB

Telephone: (028 905) 41074
Email: Dorcas.cutrona@infrastructure-ni.gov.uk

18 November 2019

Dear Mr Jackson

Appointment of Councillors to the Board of the Drainage Council for Northern Ireland

I am writing to advise you that the Department for Infrastructure (DfI) has started the recruitment process to appoint ten Councillors to the Drainage Council. I will be writing to you and other Council Chief Executives in the New Year to formally invite you to submit a number of Council nominees to be considered by the Secretary of State for Northern Ireland for appointment to the Drainage Council.

The Northern Ireland (Ministerial Appointment Functions) (No.2) Regulations 2019 came into force on 16 October, adding the Drainage Council Northern Ireland to the table of specified offices under Article 5 of the Northern Ireland (Executive Formation) Act 2018 which permits the Secretary of State to make and extend appointments to the Drainage Council.

Please note that should there be any change to current legislation following the general election on 12 December 2019 or should the Assembly return before the end of the selection process I will write to you to provide an update of any change to the recruitment process.

You may be aware from the last round of Councillor Appointments that these are not positions of responsibility as defined under the 2014 Act, which require to be shared across the parties using d'Hondt or Saint-Lague formula of the Single Transferrable Vote method. They are appointments to be made by the Secretary of State for Northern Ireland after consultation with the Department for Infrastructure and the

District Councils, and in compliance with the Commissioner for Public Appointment Northern Ireland (CPANI) Code.

To allow you to start preliminary discussions within the Council committee around potential nominees I am providing you with; a brief summary of the role of a Drainage Council member; detail on the number of terms allowed and also the diversity aspect of the recruitment process. When I write to you in the New Year to request the nominations I will include a more detailed Candidate Information Booklet and an application form to be completed by the nominees.

Members of the Drainage Council for Northern Ireland, including the Chair, have corporate responsibility for ensuring that the Drainage Council for Northern Ireland complies with all relevant statutory or administrative requirements including requirements in respect of the use of public funds. The role of the members of the Drainage Council is to ensure the impartial and uniform application of the DfI Rivers' drainage and flood protection programme throughout Northern Ireland.

The new appointees will be expected to attend the Drainage Council meetings and other ad hoc meetings as required. Three to four Drainage Council meetings are held per year, depending on the volume of Drainage Council business to be considered. Meetings are held in such locations within Northern Ireland as the Council may determine. Drainage Council meetings may vary in time commitment but meetings are generally inside normal working hours. Members of the Drainage Council can claim reasonable travel expenses incurred on Drainage Council business but receive no other remuneration for their work.

In order to provide the Secretary of State NI with a choice of Council nominees as required by the Commissioner for Public Appointment Northern Ireland (CPANI), the Department will be inviting your Council to nominate two Councillors.

The Commissioner for Public Appointments also requires that public appointees should serve no more than two terms in the same position and no more than ten years in total. Please ensure that those who you are considering nominating will not have served more than one term on the Drainage Council. Councillors who have already served two terms, of whatever lengths, will not be eligible to be interviewed.

Finally, DfI wants to improve diversity on our Boards. We would welcome Council nominations from the following under-represented groups; women, younger people, people with disabilities and people from ethnic minority backgrounds.

I will be in contact again in due course but in the meantime please do not hesitate to contact me if you have any further queries.

Yours sincerely

Signed

Dorcas Cutrona
DfI Public Appointments Unit