



**Causeway
Coast & Glens
Borough Council**

**Report of Elected Member Development Working Group
Monday 16th October 2023 at 4.00pm
Via MS Teams**

Members Present: In the Chair: Alderman Knight-McQuillan
Councillor Huggins, Vice-Chair
Alderman Boyle, Councillor C Archibald

Officers: Director of Corporate Services

Agenda No.		ACTION
1.	Apologies	
	Alderman Fielding	DS
2.	Declarations of Interest	
	None	
3.	Nomination of Chair and Vice Chair	
	It was agreed that Alderman Knight-McQuillan would take up the position of Chair and that Councillor Huggins would take up the position of Vice-Chair.	DS
4.	Terms of Reference	
	Purpose of Report The Elected Member Development Working Group has previously agreed Terms of Reference. Background Council achieved Charter in Learning and Development in January 2023. As a consequence of now having achieved Charter the Terms of Reference for this Group have been updated. The enclosed draft Terms of reference have included tracked changes to highlight revisions. Recommendation	

	<p>It is recommended that the Elected Member Development Working Group approve the revised Terms of Reference as set out in this report.</p> <p>The Director of Corporate Services presented the report, previously circulated and highlighted the tracked changes to Elected Members.</p> <p>Following discussion, it was agreed that the revised Terms of Reference be agreed.</p>	DCS
5.	Elected Member Development Cost/Benefit Analysis	
	<p>Purpose of Report A requirement of the Councillor Development Charter is that investment in learning and development is regularly evaluated, and improvements implemented to ensure that it is effective in building skills and knowledge. The purpose of this report is to present an evaluation of training provided for Elected Members during the 6-month period from April – September 2023 inclusive to identify trends and any areas for improvement.</p> <p>Background Council implemented an electronic course Evaluation Form in June 2022. A link and QR code are issued to participants after training has been completed. The results are anonymized and Elected Members are encouraged to complete the Evaluation Forms so that an analysis of the benefits of learning and development can be undertaken.</p> <p>Evaluation The following training was delivered during the period April 2023 to September 2023 and has been evaluated, table previously circulated.</p> <p>Attendees have been asked to score the following statements, previously circulated.</p> <p>Attendees have also been also asked:</p>	

How can this training be improved?
Please share any additional comments you may have

This provides an opportunity for qualitative feedback (i.e. comments and suggestions) to identify any areas for improvement and has been shared with training providers so that it can be taken into account when future training is delivered.

Findings

A summary of the feedback received on a course-by-course basis is attached as Appendix 1, previously circulated. Overall, the effectiveness of the training provided is outlined below, previously circulated.

The external training procured cost £4,347 to deliver. 166 Elected Members attended these events.

39 out of 40 elected members (97.5%) were engaged in training during the 6-month period, with each member attending an average of 4 of the 9 training events delivered.

26 feedback responses were received which represents a response rate of 16%.

APSE Benchmarking

For the period April 2023-September 2023, on average, over the training opportunities presented, 75% of Elected Members have engaged in the Training Programme overall. This equates to an average of 1.825 days training undertaken per elected member and exceeds Council's target adopted within the Democratic and Central Services Business Plan 2023-2024 of 1 day (6 hours) on average per Elected Member spent on training.

Council has made a commitment within its Corporate Strategy 2021-2025 to achieve a minimum of 85% of Elected Members engaged with the Member Development Programme, Council has fallen short of this target.

	<p>External training undertaken by Elected Members, facilitated by NILGA, has not been factored into these statistics.</p> <p>Recommendation It is recommended that the Elected Member Development Working Group approve the evaluation report and encourage party colleagues to avail of training opportunities available to them and complete the Evaluation Forms so that a meaningful cost/benefit analysis can be carried out.</p> <p>The Director of Corporate Services presented the confidential report, previously circulated.</p> <p>Alderman Boyle stated that outside training is not factored in and it was agreed to look at the possibility of getting this included.</p> <p>Following discussion, it was recommended that the Elected Member Development Working Group approve the evaluation report and encourage party colleagues to avail of training opportunities available to them and complete the Evaluation Forms so that a meaningful cost/benefit analysis can be carried out.</p>	<p>DCS</p> <p>DCS</p>
6.	Elected Member Development Training Needs Analysis	
	<p>Purpose of Report The purpose of this report is to seek approval for an Elected Member Training Needs analysis of learning and development, to be undertaken by Council Officers.</p> <p>The needs analysis will be used to develop a Programme of Training which will be brought to the Elected Member Development Working Group to consider, prior to being rolled out during 2024/2025.</p> <p>The proposed training programme will be updated to meet any emerging need as it may</p>	

arise.

All Elected Members will be encouraged to engage in the process.

Backckground

Council aims to maintain its Elected Member Development Learning and Development Charter accreditation, achieved in January 2023.

As an indicator of success, in addition to adopting the Democratic and Central Services Business Plan annually, Council has set itself the Performance Indicator of 1 Day (6 hours) training per Member per year, to align with [Council's Corporate Strategy](#) and a minimum of 85% engagement with the Member Development Programme.

Performance Indicator (APSE Measurement Guide):

A training day is where a councillor has attended a training session or participated in E-Learning lasting more than 6 hours in one day.

Evening or morning courses should be classed as 0.5 days

1 or 2 hour courses (e.g. toolbox talks) should be classed as a 0.25 days

2 - 5 hour courses should be classed as a 0.5 days

5+ hour courses should be classed as a 1 day

Proposal

It is proposed the Training Needs Analysis assessment will relate to the Local Government Association Political Skills Framework, which sets out the key knowledge and skills needed to support new and experienced Councillors to ensure that they are fulfilling their role effectively.

[NILGA Councillor Guide 2023](#) details these key competencies which are desirable for councillors to possess:

Local Leadership and Representation

	<p>Partnership Working Political Understanding Scrutiny and Challenge Effective Communication for Influence Regulating and Monitoring Effective use of Digital Technologies and Social Media Resilience and Wellbeing</p> <p>Recommendation It is recommended that the Elected Member Development Working Group approve an Elected Member Training Needs analysis of learning and development is undertaken by Council Officers and to develop a Programme of Training which will be brought back to the Working Group, prior to being rolled out during 2024/2025.</p> <p>The Director of Corporate Services presented the report, previously circulated.</p> <p>Following discussion, it was agreed that a Training Need Analysis would be rolled-out to Elected Members and the results presented to this working group. This would also allow consideration of the budget required, as it is envisaged that a increase is required going forward. Current budget £8,400.</p> <p>Alderman Knight-McQuillan concurred with this and pointed out that the training budget had not changed since 2015.</p> <p>Following discussion, it was agreed that the Elected Member Development Working Group approve an Elected Member Training Needs analysis of learning and development is undertaken by Council Officers and to develop a Programme of Training which will be brought back to the Working Group, prior to being rolled out during 2024/2025.</p>	DCS
7.	Date of Next Meeting	DCS

	Following discussion, it was agreed that the next meeting would be held on Wednesday 29 November 2024 at 11.30am, via MS Teams	
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This being all the business the meeting closed at 4.30pm