

Report of Elected Member Development Steering Group

Monday 15 April 2024 at 4.00pm via MS Teams

Present Members: Chair: Alderman Knight McQuillan, Alderman Boyle:
Councillors C Archibald, Huggins (Vice Chair), Peacock

Non-Steering Group Members in Attendance: Councillor Nicholl, arrived at 4.38pm.

Officers: Democratic and Central Services Manager (DCSM), Civic Support Officer (CSO)

Agenda No.	Agenda item	Action
1.	Apologies	
	Apologies were submitted for Alderman Fielding.	DCSM
2.	Declarations of Interest	
	Nil	DCSM
3.	Elected Member Training Programme 2024-2027	
	<p>The Democratic and Central Services Manager presented the reports.</p> <p>Recommendation It is recommended that the Elected Member Development Steering Group approves the proposed Training Programme April 2024-March 2027 inclusive.</p> <p>Alderman Boyle considered the training Programme was very clear and concise and laid out the categories well.</p> <p>The Chair stated disappointment at the level of response from Elected Members and urged the Steering Group to encourage fellow Party Members to complete the Training Needs Analysis.</p>	DCSM

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	<p>Councillor Huggins suggested outstanding Member responses should be shared with Party Leads.</p> <p>The Civic Support Officer undertook to issue an email to each Member who had not returned their Training Needs Analysis.</p> <p>Action – That Corporate Policy and Resources Committee approve the proposed Training Programme April 2024-March 2027 inclusive.</p>	CSO
4.	Charter learning and Development Progress report	
	<p>Recommendation</p> <p>It is recommended that Elected Member Development Steering Group note the progress report evidence in maintaining Charter, Learning and Development.</p> <p>The Chair stated she was proud to be involved in achieving the Charter Learning and Development and working with everyone, advising she wished that Council do maintain it.</p> <p>Alderman Boyle stated it was very helpful to see her personal training record.</p> <p>Councillor C Archibald felt the courses were very helpful.</p> <p>Action – that Corporate Policy and Resources Committee note the progress report evidence in maintaining Charter, Learning and Development.</p>	DCSM
5.	Elected Member Development Cost-Benefit Analysis	
	<p>It is recommended that Elected Member Development Steering Group note the cost/benefit analysis and encourage party colleagues to avail of training opportunities available to them and to complete the e-survey so that a meaningful analysis of the benefits of learning and development can be undertaken.</p>	DCSM

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	<p>The Democratic and Central Services Manager encouraged all Councillors to complete the electronic feedback forms that inform the cost benefit analysis. The analysis provides information on whether a course is worth running and that it is of benefit, or otherwise.</p> <p>Action- that Corporate Policy and Resources Committee note the cost/benefit analysis and encourage party colleagues to avail of training opportunities available to them and to complete the e-survey so that a meaningful analysis of the benefits of learning and development can be undertaken.</p>	
6.	<p>Charter Learning and Development Assessment Report January 2023</p>	
	<p>It is recommended that Elected Member Development Steering Group note the Assessors' Areas for Improvement and progress on implementation of each item and suggest proposals for Officers to move forward on implementation of outstanding areas for improvement.</p> <p>The Civic Support Officer drew the Steering Groups attention to Recommendation (v) and sought guidance from the Steering Group on implementation of the Recommendation.</p> <p>(v) The Elected Member Development Group should develop and lead an internal mentoring programme in preparation for providing newly elected Members following the May 2023 election, with structured mentor support.</p> <p>Steering Group Members considered they did have internal Party mentor support available to them. However it was considered there may be Councillors with particular expertise and experience who could be considered as mentors and volunteer. The Steering Group put forward ideas:</p> <ul style="list-style-type: none"> - new Councillors should be invited to introduce themselves prior to their first meeting by way as an introduction to addressing Council; - that bite size scenario-based training, especially Standing Orders would be helpful; - more experience in the role of the Chair, for example from the Chief Executive; - learning what the difference was between working groups, sub committees and Committee's, to engage and discuss how these were applied; 	DCSM

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	<p>- an informal Elected Member introduction to staff and become familiar with their particular area of responsibility, instead of approaching Heads of Service.</p> <p>It was considered that the Women’s Working Group was already in place to support and mentor. The Steering Group stated they would like to invite Councillor MA McKillop to talk to the Women’s Working Group on her recent Community Development Diploma achievement.</p> <p>Councillor Peacock advised she had envisaged the Women’s Working Group to consider matters that affect women such as confidence building, running sessions on building skills and knowledge, and receiving presentations, discussing appropriate topics such as the recent Menopause motion, to develop further and learn from each other.</p> <p>The Democratic and Central Services Manager advised a piece could be explored regarding internal communications, she advised that she was available along with, the Council Solicitor and Chief Executive to approach with regards to Standing Orders or preparing motions for Council; and took on board the need for bitesize sessions.</p> <p>Action – that Corporate Policy and Resources Committee approve the Elected Member Development Group should develop and lead an internal mentoring programme in preparation for providing newly elected Members following the May 2023 election, with structured mentor support.</p>	
7.	External Courses – Update	
	<p>Recommendation It is recommended that Elected Member Development Steering Group consider the additional fee of £650+ VAT per person for those Elected Members wishing to go forward for CPD Certificate of Attendance and Learning: NILGA Advanced Leadership Programme for Elected Members Accreditation.</p> <p>Action – that Corporate Policy and Resources Committee approve consider the additional fee of £650+ VAT per person for those Elected Members wishing to go forward for CPD Certificate of</p>	DCSM

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	Attendance and Learning: NILGA Advanced Leadership Programme for Elected Members Accreditation.	
8.	Date of Next meeting	
	Action – that a meeting is scheduled in June 2024 before the Summer recess	CSO

This being all the business the meeting closed at 4.39pm.