



Present

Members:

Alderman Duddy, Fielding, Hillis, Councillors Dallat O’Driscoll, Knight-McQuillan, McGurk

**Non-WG Members:
in attendance**

Alderman S McKillop, Councillor Schenning

Officers:

Director of Corporate Services, Democratic and Central Services Manager, Civic Support Officer, Fiona Douglas (NILGA), Corporate Support Assistant

Agenda No.		ACTION
1.	Apologies	
	There were no apologies.	
2.	Declarations of Interest	
	There were no declarations of interest.	
3.	Nomination of Chair and Vice Chair	
	Alderman Duddy proposed and Cllr Dallat O’Driscoll seconded that Alderman Hillis be nominated as Chair. Alderman Duddy proposed and Councillor Knight-McQuillan seconded that Alderman Fielding be nominated as Vice Chair.	Agreed
4.	Draft Terms of Reference	
	The Director of Corporate Services presented updated Terms of Reference for the Working Group which were previously adopted by Council on 27 th September 2016. The Terms of Reference were re-adopted on the proposal of Alderman Duddy, seconded by Alderman Fielding subject to the Working Group only meeting 4 times per year if required.	To CP&R

5.	Councillor Development Charter	
	<p>Fiona Douglas, NILGA provided a brief overview of the Councillor Development Charter which aims to strengthen democracy and decision making by supporting, developing and improving the skill set of Elected Members to make them more effective in their role. She highlighted that the essential criteria for achieving Charter status was as follows:</p> <ol style="list-style-type: none"> 1. a clear Commitment to Councillor development and support; 2. a Strategic approach to Councillor development; 3. Learning and development is Effective in building councillors' skills and knowledge <p>Following a concern regarding the additional pressure that this could place on Council staff and members' time, Fiona Douglas advised that there was a 3 year timescale for achievement of Charter standard, which was valid for 3 years (with an 18 month interim review) and that most Councils achieved the award within 1-2 years.</p> <p>Noted that Council could avail of NILGA's Regional Development Programme which offers various workshops; masterclasses and accredited learning and development opportunities to Elected Members, some free of charge and some at a cost. Democratic and Central Services Manager to join the Elected Member Development Network which co-designs the annual Regional Programme with NILGA.</p> <p>Following receipt of written evidence by officers, a panel (NILGA representative along with an Elected Member and officer from another Council) would assess Council via discussions with Council's Senior Management Team; officers involved in the delivery of Elected Member Development and the Elected Member Development Working Group.</p>	To CP&R

6.	Draft Initial Self Assessment	
	<p>The Democratic and Central Services Manager presented the initial self assessment to give members an idea of where Council was in terms of Elected Member Development. She advised that there was an opportunity to progress some of the actions and suggested that the Working Group meet again in one month's time to move forward with some of the actions eg</p> <ul style="list-style-type: none"> • Elected Member Development Strategy/Framework (criteria 2, Strategic) • Identify current training needs (criteria 2, Strategic) • Councillor Learning and Development Plan (criteria 2, Strategic) • Annual evaluation of Elected Member Development (criteria 3, Effectiveness) <p>A number of members queried the cost to achieve Charter status and Fiona Douglas undertook to provide information on what other Councils' budgets for Elected Member Development to Working Group members in advance of the Corporate Policy & Resources Committee on 26th January. The Democratic & Central Services Manager pointed out that ultimately Council could determine the level of spending on training for Elected Members.</p>	To CP&R
7.	Any Other Relevant Business	
	None	
8.	Date of next meeting	Agreed
	It was agreed that the next meeting would be held on Monday 22 nd February.	

This being all the business the meeting closed at 8.10 pm.