

Report of Elected Member Development Steering Group of Mid Ulster District Council held on 5 September 2019 at 6.00pm in the Council Offices, Cookstown (prior to Policy & Resources Committee)

**Attendees**    **Members:** Councillors Buchanan, Doris, Elattar, Gildernew, McGinley, McKinney and M Quinn  
                   **Officers:** E Forde, Member Support Officer, S McAleer Corporate Training & Development Manager

**Apologies**    P Moffett, Head of Democratic Services

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
<b>1.0</b>	<b>Election of Chair</b>	
	<p>Proposed by Councillor McGinley            Seconded by Councillor Gildernew and</p> <p>Resolved: That Cllr McKinney take the Chair</p>	
<b>2.0</b>	<b>Progress Report</b>	
	<p><b>Members Noted</b></p> <ul style="list-style-type: none"> <li>Update on in-house including the induction training opportunities following the recent Local Government Election and regional training opportunities. Working group additional members now in attendance.</li> </ul>	
<b>3.0</b>	<b>Future Direction</b>	
	<p><b>Members Agreed:</b></p> <ul style="list-style-type: none"> <li>To develop Member Personal Development Plans using the template developed in line with LGA political skills framework a Councillors toolkit document.               <ul style="list-style-type: none"> <li>Document to be amended as per meeting discussion so as not to rate current skills but Members to indicate if they would like training.</li> </ul> </li> </ul>	<p>Member Support Officer            Head of Democratic Services</p> <p>Corporate L&amp;D Manager</p>

4	<b>Training Opportunities</b>	
	<ul style="list-style-type: none"> <li>To circulate the Sept – Dec 2019 Councillor Learning &amp; Development Schedule</li> <li>E learning: Members to be set up to complete E Learning</li> </ul>	<p>Working Group members to encourage fellow Members to avail of training opportunities</p> <p>Corporate L&amp;D Manager</p>
5	<b>Elected Members ICT Allowance Allocation</b>	
	<ul style="list-style-type: none"> <li>Elected Member ICT allowance allocation to be reviewed through Policy &amp; Resources Committee to allow for a wider scope of spend on items that may assist members to carry out their duties as a representative, such as a data projector or other such devices when working on constituency business</li> </ul>	Head of Democratic Services
6	<b>Future Meetings &amp; Refreshments</b>	
	<p>Meetings to be held prior to P&amp;R meetings as required but at least one meeting per quarter</p> <p>Refreshments to be provided at meetings</p>	Member Support Officer
<b>Meeting concluded at 6.42pm</b>		

## Member Personal Development Plan

<b>Name</b>	
<b>Time Served</b>	
<b>Positions of Responsibility held</b>	
<b>Are you likely to hold a position of Responsibility next year? If so please specify.</b>	

Training Completed - Review Training Completed to Date	v
Member's Training Record attached	

Preferred Learning Style	I prefer	I do not prefer
<b>Group facilitated training.</b> Information provided by a trainer/facilitator via verbal information/hand-outs/slides		
<b>E Learning – On line Training</b>		
<b>Mentoring by another Councillor</b>		
<b>One to one training</b>		
<b>Practical training.</b> Learning by doing. Site visits and Demonstrations		
<b>External Seminars and Conferences</b>		
<b>Training provided by In House Officers</b>		

### When do you prefer development activities to be scheduled?

Monday morning <input type="checkbox"/>	Monday afternoon <input type="checkbox"/>	Monday evening <input type="checkbox"/>
Ideal Times:	Ideal Times:	Ideal Times:
Tuesday morning <input type="checkbox"/>	Tuesday afternoon <input type="checkbox"/>	Tuesday evening <input type="checkbox"/>
Ideal Times:	Ideal Times:	Ideal Times:
Wednesday morning <input type="checkbox"/>	Wednesday afternoon <input type="checkbox"/>	Wednesday evening <input type="checkbox"/>
Ideal Times:	Ideal Times:	Ideal Times:
Thursday morning <input type="checkbox"/>	Thursday afternoon <input type="checkbox"/>	Thursday evening <input type="checkbox"/>
Ideal Times:	Ideal Times:	Ideal Times:
Friday morning <input type="checkbox"/>	Friday afternoon <input type="checkbox"/>	Friday evening <input type="checkbox"/>
Ideal Times:	Ideal Times:	Ideal Times:

## Assessment of Core Political Skills

The following assessment relates to the Local Government Association's 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.

**For each skills area, please indicate the level which you believe accurately represents your current level of competency in that area; based on the following scale**

<b>1</b> <b>My knowledge and skills are very minimal or non-existent</b>	<b>2</b> <b>I have a minimal level of knowledge and skills.</b>	<b>3</b> <b>I have a basic level of knowledge and skills</b>	<b>4</b> <b>I have an adequate level of knowledge and skills</b>	<b>5</b> <b>I am fully competent and confident in this skill and knowledge area</b>
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**Local Leadership:** *The need for Councillors to engage with the members of the community to learn about issues of local concern and help to facilitate a vision for the locality. It involves encouraging trust and respect between individuals and groups by mediating fairly and constructively between different organisations and sections of the community.*

	Training Requirements		
	It is a priority that I undertake training to assist me in my role	I would like to undertake training to further enhance my skills	I am competent
I <b>engage with</b> the local community; I seek their views and look for ways to represent them effectively.			
I <b>keep up to date</b> with local concerns by talking to different groups of people, including 'hard to reach' groups.			
I encourage trust and respect by being <b>approachable, empathising</b> and finding new ways to engage with others.			
I <b>establish good working relationships</b> and partnerships with different groups and people and <b>ensure their involvement in decision making</b> .			
I <b>mediate</b> fairly and constructively between people and groups with conflicting needs.			
I work with others to <b>develop and champion a shared local vision</b> .			

#### Comments

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**Partnership Working:** *The need to build on good relationships with others (i.e. colleagues, officers, community groups and other organisations) by identifying and working collaboratively to achieve shared goals. The need to recognise and value different contributions, delegate or provide support as required and to take a long term view in developing partnerships.*

	Level of Skills and Knowledge		
	It is a priority that I undertake training to assist me in my role	I would like to undertake training to further enhance my skills	I am competent
I <b>work proactively to build good relationships</b> with colleagues, officers, community groups and other organisations.			
I focus on <b>achieving shared goals</b> by maintaining focus and mobilising others.			
I know when to <b>delegate, provide support or empower others</b> to take responsibility.			
I can make people from all backgrounds feel <b>valued, trusted and included</b> .			
I understand and play a role in <b>building and shaping key partnerships</b> at local, regional and national Levels.			
I understand how and when to <b>assert authority to resolve conflict</b> or stalemate effectively.			

#### Comments

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**Effective Communication:** *This skill recognises the need for Councillors to demonstrate excellent communication skills across many different settings, including the ability to listen sensitively and use appropriate language with different groups. Councillors need to communicate regularly and effectively with all parts of their community using different forms of media.*

	Level of Skills and Knowledge		
	It is a priority that I undertake training to assist me in my role	I would like to undertake training to further enhance my skills	I am competent
I provide <b>regular feedback</b> to people, making sure they are kept informed and ensuring that expectations are realistic.			
I regularly <b>inform and communicate</b> with the community using all <b>available media</b> , such as internet, email, newsletters and social media.			
I <b>listen to others, check for understanding</b> and <b>adapt my own communication style</b> if required.			
I <b>create opportunities to communicate</b> with different sectors, including vulnerable and hard to reach groups.			
I <b>speak confidently</b> in public settings such as in Council meetings, community meetings and the press.			
I <b>communicate clearly in spoken and written forms</b> , using appropriate language and avoiding jargon.			

#### Comments

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**Political Understanding:** *This skill recognises the need for Councillors to develop a range of political skills in order to communicate their values, promote a political vision and encourage democratic process and public engagement. It recognises that Councillors need to work across group boundaries at times, yet still be able to maintain their own political integrity.*

	Level of Skills and Knowledge		
	It is a priority that I undertake training to assist me in my role	I would like to undertake training to further enhance my skills	I am competent
I <b>demonstrate consistency</b> in my views and values through my decisions and actions.			
I help to <b>develop cohesion</b> within and between different groups and between different groups and the Council.			
I <b>clearly communicate political values</b> through canvassing and campaigning.			
I actively <b>develop my own political intelligence</b> through an understanding of the local and national political landscape.			
I look for ways to <b>promote democracy and increase public engagement</b>			
I am able to <b>put aside party politics</b> and work across political boundaries when required, without compromising my political values.			

#### Comments

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**Scrutiny and Challenge:** *Scrutiny and challenge is an important day to day aspect of the Councillor role. Councillors need to act as a critical friend by identifying opportunities for scrutiny inside and outside of the Council and by providing constructive challenge and feedback to others. To be effective in this role, Councillors need to analyse information quickly and present arguments that are concise, meaningful and easily understood.*

	Level of Skills and Knowledge		
	It is a priority that I undertake training to assist me in my role	I would like to undertake training to further enhance my skills	I am competent
I identify areas which are <b>suitable for scrutiny</b> and ensure that residents are involved in the process.			
I am able to <b>understand and analyse complex information</b> .			
I can <b>speed read</b> through large volumes of information.			
I can present <b>concise arguments</b> that are meaningful and easily understood.			
I understand <b>the scrutiny process</b> , ask for explanations and check that recommendations have been implemented.			
I am <b>objective and thorough</b> when challenging processes, decisions and people.			
I ask <b>challenging but constructive questions</b> .			
I am <b>knowledgeable</b> on all the key functions, commitments, policies and responsibilities of Council.			

#### Comments

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**Regulating and Monitoring:** *This skill relates to the more judicial aspects of the role that require Councillors to understand their legal responsibilities and follow protocol when evaluating arguments and making decisions. Not only do Councillors need to balance public needs and local policy, they must also monitor progress and seek feedback on their own learning needs.*

	Level of Skills and Knowledge		
	It is a priority that I undertake training to assist me in my role	I would like to undertake training to further enhance my skills	I am competent
I understand all the <b>statutory requirements</b> associated with the functions of Council.			
I act on <b>my judicial role</b> in meeting legal responsibilities.			
I use evidence to <b>evaluate arguments</b> and make independent, impartial judgements.			
I <b>chair meetings effectively</b> , follow protocol to make sure all views are explored and keep process on track.			
I <b>follow legal process</b> , balancing public needs and local policy.			
I <b>monitor others' performance</b> and intervene when necessary to ensure progress.			
I am committed to <b>self-development</b> , seek feedback and look for opportunities to learn.			

Comments

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<b>Personal Resilience:</b> <i>This skill relates to an individual's ability to effectively deal with the challenges, problems, pressures and set-backs.</i>			
	<b>Level of Skills and Knowledge</b>		
	It is a priority that I undertake training to assist me in my role	I would like to undertake training to further enhance my skills	I am competent
I am able to <b>deal with challenges and pressures</b> and can manage stress effectively.			
I <b>evaluate and learn</b> from challenging incidents.			
I am willing to <b>seek support</b> to build personal resilience			
I effectively manage the volume and quantity of my <b>constituent casework</b> .			

Comments

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<b>ACTION PLAN</b>		
<b>Learning and Development Need</b>	<b>Means of Delivery</b>	<b>Deadline</b> To be completed throughout Council term 2019 - 2023 Learning and Development Programme. If priority please specify.

Signed: \_\_\_\_\_

(Elected Member)

Signed: \_\_\_\_\_

(Officer – If Applicable)

Date: \_\_\_\_\_