



**Report of Elected Member Development Steering Group
7 December 2023**

Report of Elected Member Development Steering Group of Mid Ulster District Council held on 7 December 2023 at 5.00pm

Attendees **Members:** Councillors Black*, J Buchanan*, Corry, Groogan*, Johnston*, Mallaghan*, McLernon
Officers: J McGuckin, HoSSE E Forde, Committee & Member Services Manager, S McAleer Corporate L&D Manager
In Attendance: Fiona Douglas, NILGA

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
1.0	Apologies	
	None	
2.0	Deputation: Charter & Charter Plus	
	<p>NILGA representative Fiona Douglas gave an overview of the requirements for Charter and Charter Plus. (see appendix 1)</p> <p>NOTED: Northern Ireland Local Government Association now complete the Charter Assessments and Reviews. To read on what all is involved see Charter for Councillor Development NILGA .</p>	
3.0	Nomination of Chair	

	<p>Proposed by Councillor Mallaghan Seconded by Councillor McLernon</p> <p>AGREED That Councillor Corry chair the Working Group</p>	
4.0	Update to Terms of Reference	
	AGREED: Terms of Reference of EMDWG as per appendix 2	HoSSE & CMSM
5.0	Training Needs Analysis	
	<p>AGREED:</p> <ul style="list-style-type: none"> (i) That in order to progress in line with Charter & Charter Plus the Personal Development Plans be issued to Members in January 2024 and a subsequent training timetable is progressed. (ii) That Code of Conduct training be progressed. (iii) Consideration be given to basic ICT skills training, visual awareness, Effective Questioning, Lone Working and where there is availability staff training be offered to Members when appropriate, competing for public appointments application and interview training. 	CMSM CLDM
6.0	Report of Elected Member Development Working Group 19 October 2023	
	NOTED: Members noted the Report of Elected Member Development Working Group 19 October 2023	
7.0	Training Needs Analysis	

8.0		
<i>Meeting concluded at 17.43 pm</i>		

Councillor Development Charter and Charter Plus



Fiona Douglas
NILGA / Regional
Development Lead



NILGA – What We Do



Councillor Guide 2023

Information and resources to support you in your role as a councillor in Northern Ireland's Local Authorities





- Nationally accredited standard
- Shows council clear commitment to developing and supporting its elected members
- Council has a strategic approach to councillor development
- Learning and development is effective in building councillors skills and knowledge.



- Optional Higher Level
- Provides further challenges for councils that have already been awarded the Charter and want to further improve their member development and support arrangements.
- This can be demonstrated through a project undertaken to demonstrate community impact because of councillor learning and development or a more general approach.

Charter Plus Accreditation Criteria



1. Clear commitment to councillor development and support

- Highest level of commitment and a holistic approach filtering benefits more widely.
- Budget reviewed , set and prioritised at a corporate level with input from EMDWG.
- Analysis - equality of access is monitored, reviewed and actioned.
- Democratic participation



2. Council has a Strategic Approach to Councillor Development

- Successful and impactful Personal Development Plans (PDPs) for councillors.
- Councillors have a clear understanding of their roles and responsibilities development and support arrangements.
- Learning and development for councillors supports council's objectives.

3. L&D is Effective in building councillors' skills and knowledge

- Deeper intel of the impact of learning and development
- Helps prioritise, horizon scan and deliver the 'next level' of member development.
- Strengthened place-based focus by sharing development opportunities.
- Evaluation draws out the impacts to the community through feedback from local partners.

Are you ready



- Is council highly committed to supporting member development and can you evidence this?
- Do you have a member development strategy designed and led by councillors (from all parties and independent members)?
- Do you address the personal development needs of individual councillors (PDPs)?
- Is your approach place based and community focussed.
- Do you rigorously evaluate all learning and use this to inform improvements in your approach?

How do you get there



- Commitment at both political and senior management levels
- Register to the online Member Charter Tool
- Complete pre-assessment and verification visit
- Outcomes and completion of report
- Confirmation of award

Complete Pre-assessment and Verification Visit



- The visit will last for most of the day
- During the visit the assessment team will want to speak to:
 - Mayor/ Deputy Mayor
 - Chief Executive
 - Chair/ Councillors of the Council's Member Training Group
 - Officer(s) responsible for Councillor Learning and Development
 - Community / Partnership Representatives
 - PDP Group (Councillors)
 - Representatives from all the main political parties
 - The interviews are timetabled in 20-45 minutes slots. The interviews can be conducted individually or in small groups based on your request.

Outcomes and completion of Report



The assessors will deliberate and determine on the day of assessment:

- Successful attainment against the Councillor Development Charter Plus Standard or
- Constructively advise deferring awarding status and suggest a plan of action to meet the Charter Plus Standards.
- NILGA will subsequently provide a report to your council detailing the assessment outcomes
- Once awarded, a Celebration Event in your council takes place to affirm the councils' achievements.

Thank you

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Elected Member Development Charter Steering Group

Terms of Reference

The Elected Member Steering Group has been established to progress the following:

- Achievement of Elected Member Development Charter, and make regular progress reports to the Policy and Resources Committee.
- Responsible for Member Development and to develop a policy and the amount of entitlement for development of each Member over the Council term.

Objectives of the Steering Group

1. To establish priorities for the Learning and Development of Members, linked to the Council's Corporate Plan.
2. To maintain and encourage commitment to the continuous learning and development of all Members and acknowledge the pivotal role which Member Learning and Development plays in the effective operation of Council business.
3. To ensure that Member Learning and Development is Member led.
4. To ensure and promote accessibility for all Members to Learning and Development opportunities.
5. To approve the annual and subsequent amendments to the Elected Member Continuous Professional Development Strategy and Implementation Plan.
6. To assess and approve the application of the Member Learning and Development Policy.
7. To review the effectiveness of Member Learning and Development to identify positive impact.
8. To provide updates to Council and raise pertinent issues on learning and development matters.
9. To strive for best practice and be a leading Council in the area of Member Learning and Development.
10. To ensure effective utilisation of available budget.
11. To demonstrate continuous improvement.

Frequency of meetings

The Group will meet a minimum of four times per year.

Membership

Councillors Bell (SF), Carney (SF), Corry (SF), Groogan (SF), Mallaghan (SF), McLernon (SF), Johnston (SDLP), F Burton (DUP), Black (DUP), J Buchanan(DUP)

Quorum

The Group will be quorate when at least 3 of the Elected Members are present.

Support to the Group

Attending the meetings and supporting the group will be:-
Head of Strategic Services & Engagement, Committee and Member Services Manager and Corporate Learning and Development Manager.

Location of Meetings

The meetings will be held when possible at 5.30 pm in the evening in Cookstown with Hybrid option.

Reporting

Notes from the Elected Member Development Group will be reported to the Policy and Resources Committee.

Deliverables

- Elected Member Continuous Professional Development
- Elected Member Development Policy
- Elected Member Personal Development Plan
- Elected Member Learning and Development Needs Analysis

December 2024