

Report of Elected Member Development Steering Group of Mid Ulster District Council held on 30 May 2024 at 5.30pm

**Attendees** **Members:** Councillors Corry\*(Chair), Groogan\*, Johnston\*, McLernon  
**Officers:** J McGuckin, HoSSE E Forde, Committee & Member Services Manager, S McAleer Corporate L&D Manager  
**In Attendance:** ICT Nicky Doris

AGENDA	MATTERS AGREED	ACTIONS & RESPONSIBILITY
1.0	<b>Apologies</b>	
	None	
2.0	<b>Personal Development Plan Analysis</b>	
	<p>NOTED: That</p> <ul style="list-style-type: none"> <li>• 75% participated in completing PDP framework</li> <li>• Participation by Party SF: 16 IND: 0 SDLP: 2 DUP: 10 UUP: 2</li> <li>• EMDWG 100% participation</li> </ul> <p><b>AGREED:</b> That</p> <p>(i) training as recommended in the analysis (appendix 1) be programmed into an agile timetable across council term including additional suggestions from Members to include:</p>	

	<ul style="list-style-type: none"> <li>• Effective questioning</li> <li>• Dealing with Harassment &amp; Bullying;</li> <li>• Dealing with Mental Health issues</li> </ul> <p>(ii) That Personal Development Plans be programmed to recommend training to members.</p>	
<b>3.0</b>	<b>Training Update</b>	
	<p>NOTED: That</p> <ul style="list-style-type: none"> <li>• Agile Training schedule 2023-2027;</li> <li>• training uptake to date in that the majority of Members had undertaken at least one training course.</li> <li>• EMDWG Members supported by Party Leads encourage party colleagues to both participate and share learning.</li> </ul>	
<b>4.0</b>	<b>Local Democracy</b>	
	<p><b>AGREED:</b> That events be planned to promote Local Democracy particularly throughout Local Democracy Week in the Autumn. Events suggested for inclusion contact with primary schools, secondary schools, youth voice, people with disabilities and those without, senior citizens, ethnic backgrounds and harder to reach communities. Meetings such as Council and committees be promoted on social media platforms.</p>	<b>HoSSE &amp; CMSM in conjunction with Communities &amp; Place</b>
<b>5.0</b>	<b>E Learning</b>	

	<p><b>NOTED:</b> Demonstration on new E Learning Platform Skill Gate One Member to Date had completed a course.</p> <p><b>AGREED:</b> Members be encouraged to complete available E Learning courses targeting in particular the 21 Members who selected E learning as preferred method.</p>	<b>CMSM</b> <b>CLDM</b>
<b>6.0</b>	<b>Report of Elected Member Development Working Group 7 December 2023</b>	
	<b>NOTED:</b> Members noted the Report of Elected Member Development Working Group	
<b>7.0</b>	<b>Training Needs Analysis</b>	
<b>8.0</b>		
<b><i>Meeting concluded at 18.15 pm</i></b>		

## Summary of Member Personal Development Plans submitted May 2024

### Participation

EMDWG: 100%    SF: 16    IND: 0    SDLP: 2    DUP: 10    UUP: 2    Total Participation: 75%

Training Completed - Review Training Completed to Date	v

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	18	3
<b>E Learning – On line Training</b>	21	8
<b>Mentoring by another Councillor</b>	8	8
<b>One to one training</b>	12	7
<b>Practical training.</b> Learning by doing. Site visits and Demonstrations	21	2
<b>External Seminars and Conferences</b>	8	7
<b>Training provided by In House Officers</b>	23	2



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

<b>Training delivery</b>	<b>In person</b>	9	<b>Virtual</b>	8	<b>Hybrid</b>	8
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<b>Monday morning</b> <input type="checkbox"/> 6	<b>Monday afternoon</b> <input type="checkbox"/> 5	<b>Monday evening</b> <input type="checkbox"/> 13
Ideal Times:	Ideal Times:	Ideal Times:
<b>Tuesday morning</b> <input type="checkbox"/> 2	<b>Tuesday afternoon</b> <input type="checkbox"/> 5	<b>Tuesday evening</b> <input type="checkbox"/> 12
Ideal Times:	Ideal Times:	Ideal Times:
<b>Wednesday morning</b> <input type="checkbox"/> 3	<b>Wednesday afternoon</b> <input type="checkbox"/> 4	<b>Wednesday evening</b> <input type="checkbox"/> 14
Ideal Times:	Ideal Times:	Ideal Times:
<b>Thursday morning</b> <input type="checkbox"/> 2	<b>Thursday afternoon</b> <input type="checkbox"/> 3	<b>Thursday evening</b> <input type="checkbox"/> 10
Ideal Times:	Ideal Times:	Ideal Times:
<b>Friday morning</b> <input type="checkbox"/> 6	<b>Friday afternoon</b> <input type="checkbox"/> 6	<b>Friday evening</b> <input type="checkbox"/> 8
Ideal Times:	Ideal Times:	Ideal Times:





**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.		8	21
I <b>keep up to date</b> with local concerns by talking to different groups of people, including ‘hard to reach’ groups.		8	21
I encourage trust and respect by being <b>approachable, empathising</b> and finding new ways to engage with others.	1	5	23
I <b>establish good working relationships</b> and partnerships with different groups and people and <b>ensure their involvement in decision making.</b>		7	22
I <b>mediate</b> fairly and constructively between people and groups with conflicting needs.		9	20
I work with others to <b>develop and champion a shared local vision.</b>	1	6	22

Training Suggestions	
Influencing and Negotiating Skills	Deputations to Council
Developing Professional Relationships	
Dealing with Difficult Conversations	
Local Democracy Events	





**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.		11	20
I focus on <b>achieving shared goals</b> by maintaining focus and mobilising others.		10	19
I know when to <b>delegate, provide support or empower others</b> to take responsibility.		12	19
I can make people from all backgrounds feel <b>valued, trusted and included</b> .		8	21
I understand and play a role in <b>building and shaping key partnerships</b> at local, regional and national Levels.		14	15
I understand how and when to <b>assert authority to resolve conflict</b> or stalemate effectively.		15	14

Training Suggestions	
Developing Professional Relations	Overview of Grants Procedure
Personal Effectiveness	Meeting/Engaging with Statutory Agencies
Onboard Training	





**Effective Communication for Influence:** *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 must also 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.		6	21
I regularly <b>inform and communicate</b> with the community using all <b>available media</b> , such as internet, email, newsletters and social media.	1	13	14
I <b>listen to others, check for understanding</b> and <b>adapt my own communication style</b> if required.	1	7	20
I <b>create opportunities to communicate</b> with different sectors, including vulnerable and hard to reach groups.	1	14	12
I <b>speak confidently</b> in public settings such as in Council meetings, community meetings and the press.	5	11	11
I <b>communicate clearly in spoken and written forms</b> , using appropriate language and avoiding jargon.	2	10	16

Training Suggestions	
Influencing & Negotiating Skills	Transformation Familiarisation
Social Media & Code of Conduct	
Emotional Intelligence/Self Awareness	
In House Media Training	



**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.		8	20
I help to <b>develop cohesion</b> within and between different groups and between different groups and the Council.		12	17
I <b>clearly communicate political values</b> through canvassing and campaigning.		5	23
I actively <b>develop my own political intelligence</b> through an understanding of the local and national political landscape.		9	19
I look for ways to <b>promote democracy and increase public engagement</b>	1	10	19
I am able to <b>put aside party politics</b> and work across political boundaries when required, without compromising my political values.		5	24

Training Suggestions	
Good Relations Brief	Participation in groups such as Growth Deal
Local Democracy Events	
NILGA	
Engagement eg Somme Trip or Language Events	



**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.	3	10	13
I am able to <b>understand and analyse complex information.</b>	1	11	15
I can <b>speed read</b> through large volumes of information.	1	18	8
I can present <b>concise arguments</b> that are meaningful and easily understood.		14	12
I understand <b>the scrutiny process</b> , ask for explanations and check that recommendations have been implemented.	1	10	15
I am <b>objective and thorough</b> when challenging processes, decisions and people.	1	13	12
I ask <b>challenging but constructive questions.</b>		15	11
I am <b>knowledgeable</b> on all the key functions, commitments, policies and responsibilities of Council.	1	16	10

Training Suggestions	
Audit Training – Fraud & Risk Governance	Speed Reading
Audit Training – Annual Accounts	
NILGA Events	
Onboard Training	



**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.	1	19	9
I act on <b>my judicial role</b> in meeting legal responsibilities.	2	16	9
I use evidence to <b>evaluate arguments</b> and make independent, impartial judgements.	1	16	15
I <b>chair meetings effectively</b> , follow protocol to make sure all views are explored and keep process on track.	2	14	13
I <b>follow legal process</b> , balancing public needs and local policy.	2	16	12
I <b>monitor others' performance</b> and intervene when necessary to ensure progress.	1	12	14
I am committed to <b>self-development</b> , seek feedback and look for opportunities to learn.	1	15	13

Training Suggestions	
Audit Training – Fraud & Risk Governance	E Learning Modules eg GDPR
Audit Training – Annual Accounts	Standing Order Training
Rural Needs Act/Good Relations/Equality Briefing	
Conflict of Interest	



<b>Effective use of Digital Technologies and Social Media:</b> <i>This skill area places digital at the heart of what a councillor can do to increase the efficiency of public service delivery, making resources go further and meeting the key challenges facing your local area.</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 understand the role of digital technology in improving my local area.	1	13	13
I identify how digital technologies can bring about new sources of revenue for my area.	1	19	8
I work in partnership with the private sector to consider investment opportunities	2	19	5
I am able to use digital technologies to enhance engagement levels via multiple digital channels.	1	14	11
I effectively use social media as a tool to engage with my electorate alongside traditional ways of working.	2	11	15

<b>Training Suggestions</b>	
Transformation training	
NILGA	
Social Media Training	
In House Focus Session Economic Development Team	



<b>Resilience and Wellbeing:</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.	1	11	16
I <b>evaluate and learn</b> from challenging incidents.		8	20
I am willing to <b>seek support</b> to build personal resilience	1	11	17
I effectively manage the volume and quantity of my <b>constituent casework</b> .	1	10	18

<b>Training Suggestions</b>	
Resilience Building	
E Learning Modules Health & Well Being	
Time Management	
Cognitive Behaviour Therapy	



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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 2023 - 2027 Learning and Development Programme. If priority please specify.

Signed: \_\_\_\_\_  
(Elected Member)

Signed: \_\_\_\_\_  
(Officer – If Applicable)

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

