

IMPROVEMENT AND DEVELOPMENT BOARD | AGENDA

18 March 2021, 11:00 – 12:00.

The meeting will be open from 10:50 for pre-meeting conversations and to resolve any technological issues.

Via Zoom.

1. Apologies for absence

2. Minutes from previous meeting

- 2.1. Recommended action: to approve the minutes of the last meeting of the Improvement and Development Board held on 25 January 2021.

Appendix
2.1

3. Councillors: democratic leadership - online learning

- 3.1. Board members to share experiences of e-learning (learning conducted via electronic means, typically over the internet). Including ILCA for councillors and the NALC e-Learning project.
- 3.2. Board to discuss e-Learning platforms.
- 3.3. Board to discuss the delivery of online events, including webinars and conferences.

4. IDB forward work programme

- 4.1. Board to discuss items to be considered at future Improvement and Development Board meetings.

5. Officers: professional development

- 5.1. Board to note the report updating on the receipt of CiLCA service level agreements.

Appendix
5.1

6. Councils: raising the standard (by exception)

7. Updates on improvement and development initiatives (by exception)

8. Dates of future meetings

That the next meeting of Improvement and Development board be held on 11 May 2021.



**NATIONAL IMPROVEMENT
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IMPROVEMENT AND DEVELOPMENT BOARD | DRAFT MINUTES

25 JANUARY 2021

Present:

Jonathan Flowers, independent chairman; Jonathan Owen, NALC chief executive; Charlotte Eisenhart, NALC head of member services; Helen Quick, SLCC head of conferences, training & education; Elisabeth Skinner, SLCC academic leader; Linda Carter, SLCC branch rep; Alison Robinson, Gloucestershire county officer; Sally Longmate, Suffolk county officer

Also present:

Linda Hammond, NALC project officer; Di Morgan, SLCC internal quality assurance verifier

1. Apologies for absence

Rob Smith, SLCC chief executive; Sophie Poole, LGA head of leadership – leadership and localism

Jonathan Flowers acknowledged Di Morgan's attendance at the meeting and board members were given the opportunity to introduce themselves.

2. Minutes from previous meeting

Board members provided updates on the actions noted within the minutes from the previous meeting.

Jonathan Owen provided an update on engagement with MHCLG.

An update was also provided on NALC's election work, with board members encouraged to promote where possible.

The minutes of the meeting held on 18 November 2020 were approved.

3. Job role evaluation for clerks

The board discussed concerns regarding the national agreement being outdated and the mechanisms for updating the document, with relation to the profiles.

Jonathan Owen updated the board on the progress that was made prior to the pandemic.

Resolved: Jonathan Flowers will write to Gwilym Rippon and Cllr Sue Baxter to raise the issues discussed at the Improvement and Development Board regarding the national agreement.

4. Devolution White Paper

Jonathan Flowers shared with the board that the White Paper may be progressed in the second half of 2021.

Jonathan Owen updated the board on NALC's engagement with the Communities Partnership Board and recent report from the think tank Onward.

Action: IDB informal meeting should be arranged for February.

5. CiLCA

Elisabeth Skinner provided a verbal update on the recent CiLCA OPS meeting. It was noted that is a demand for the Local Councils Explained and The Good Councillor's Guide publications.

Charlotte Eisenhart informed the board on the proposed plans to address this.

Oversight for the quality of training was also raised. Charlotte Eisenhart highlighted that this will be an item of continued discussion. Elisabeth Skinner mentioned the need to determine roles for this.

The board were informed that the CiLCA review has been completed and were informed of wider CiLCA updates relating to 2021.

Elisabeth Skinner updated the board on the retuning of service level agreements. It was noted that the deadline had been extended to 31 January 2021 and consequently mention on the recognised trainers list would be removed, should service level agreements not be returned.

Action: Update to be provided on service level agreements at the next Improvement and Development Board meeting, with insights from county associations as to why some have not been returned.

6. Updates on improvement and development initiatives (by exception)

Helen Quick provided a verbal update on the SLCC Practitioners' Conference, webinars and Community Governance signup.

Elisabeth Skinner provided an update on SLCC awarded qualifications.

Charlotte Eisenhart provided a verbal update on the completion of the Local Council Award Scheme criteria review, plans for 2021 and applications to the national panel.

An update on the NALC e-Learning pilot was also provided.

Sally Longmate reported on the successful digital offer provided by her county association as well as regional webinars that have been successful.

7. E-learning

To be discussed at the next improvement and development board meeting.

8. Dates for future meetings

That next meeting of the Improvement and Development Board will be held on 18 March 2021. This meeting is scheduled for one hour.



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APPENDIX 5.1 | IDB REPORT MARCH 2021

CiLCA Training Providers

In addition to the SLCC there are 41 potential CiLCA training providers.

At the end of 2020, three counties were not providing CiLCA training: Northumberland, Derbyshire and Nottinghamshire while the Isle of Wight was the only association not to respond to the request for this information. Derbyshire and Nottinghamshire are preparing or seeking suitable trainers.

Some training providers work in partnership:

- Yorkshire and East Riding & North Lincolnshire
- County Durham & Cleveland
- Dorset and Somerset
- Surrey and Sussex

The SLCC has therefore received 33 signed SLAs.

One objective is for the SLA to identify active trainers and to list qualifications and experiences in both the professional sector and in training or teaching. There are 53 active trainers identified although the information is already out of date. This information was presented to Ascentis at their Quality Review on March 8th (report awaited).

CiLCA: Other key points

- The new Portfolio Guide is now up and running
- Trainers' Forums have been held to introduce a new CiLCA Training Guide for trainers to be finalised by the end of March
- The SLCC is seeking an addition Internal Verifier to support Di Morgan

CiLCA is 20 years old in 2021!