

IMPROVEMENT AND DEVELOPMENT BOARD | AGENDA

11 May 2021, 11:00 – 13:00.

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

Via Zoom.

1. Apologies for absence and introductions

1.1. Board to welcome new member, Cllr Richard Parry.

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 18 March 2021. Appendix 2.1

3. Devolution

3.1. Board to receive presentation from Philip Clifford and Tony Blake discussing their work on devolution.

4. IDB forward work programme

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

5. Councils: raising the standard

5.1. Board to receive an update on Local Council Award Scheme statistics. Appendix 5.1

6. Officers: professional development

6.1. Board to receive an update on Certificate in Local Council Administration (CiLCA) statistics. Appendix 6.1

7. Updates on improvement and development initiatives

8. Dates of future meetings

Board to agree dates of proposed meetings in July and September 2021. These include 1 July (in person) and either 1 or 6 September via zoom.



**NATIONAL IMPROVEMENT
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APPENDIX 2.1 DRAFT MINUTES | IMPROVEMENT AND DEVELOPMENT BOARD

18 MARCH 2021

Present:

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

Also present:

Alison Edwards, LGA adviser – leadership; Jan Woodhams, MHCLG; Anders Hanson, projects manager; Linda Hammond, project officer

1. Apologies for absence

Apologies were received from Cllr Sue Baxter, NALC national chairman. Board members were also provided the opportunity to introduce themselves.

2. Minutes from previous meeting

The chairman reported on the matters arising since the last meeting.

The chairman wrote to Gwilym Rippon (ALCC chairman) and Cllr Sue Baxter (NALC chairman) regarding the job descriptions for clerks. This was positively received and it is expected this will be progressed in due course.

An informal meeting was held on 16 March 2021 to discuss the Devolution White Paper. The actions from the informal meeting were noted.

The minutes of the meeting held on 25 January 2021 were approved.

3. Councillors: democratic leadership - online learning

3.1 Charlotte Eisenhart reported on the progress of NALC's e-learning pilot, including an update on statistics. Whilst NALC does not directly offer e-learning, it provides a national offer that supports local training and learning.

Sally Longmate reported on the e-learning offer provided through EAST C.A.N.

The key challenge identified by board members was capacity.

Elisabeth Skinner reported on the ILCA (The Introduction to Local Council Administration) course. This course is aimed as an introduction to material for CiLCA. Additionally, reflections were given on some the challenges involved with learning platforms and the learning from this.

The length of time involved in writing the course and capacity issues were raised.

Helen Quick mentioned that ILCA has been a popular course and to ensure the course was available to all, SLCC moved to a different platform.

SLCC's e-learning offer comprises of three courses.

Another key consideration identified is the time involved to re-write courses, including design and implementation.

Alison Edwards reported on the Local Government Associations (LGA) e-learning offer and the process for creating online modules. Reflections were also given on the take up of these resources.

Alison Robinson shared on e-learning developments taking place in the south west region.

Jan Woodhams shared on the e-learning provided within the civil service.

The chairman proposed that NALC should discuss this further with MHCLG. Charlotte Eisenhart mentioned that learning focused on elected officials would be of interest.

Board members reflected on how the e-learning offer in the sector could be developed further going forward. Suggestions were provided on having a core training offer that compliments face to face training delivery and offering niche topics.

Sally Longmate shared with the board feedback from learners, enrolled with EAST C.A.N.

- 3.2 The board shared observations on the use of e-learning platforms. This includes ensuring courses meet recognised standard, the importance of the user experience and reporting.

Board members discussed various e-learning platforms and some the advantages and limitations encountered.

The chairman enquired on how best the board can act, to ensure joint effort. Sally Longmate suggested horizon scanning would be important and eliminating competition.

The board concluded discussions by agreeing that e-learning should be an item that needs further discussion.

4. IDB forward work programme

Board members requested to email the chairman and Linda Hammond suggested priority items for the work of the board, what should be on our forward agenda.

5. Officers: professional development

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

6. Councils: raising the standard (by exception)

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

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

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

8. Dates of future meetings

11 May 2021 at 11:00 am by Zoom. This meeting is scheduled for two hours.



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APPENDIX 4.1 FORWARD WORK PROGRAMME TEMPLATE | IMPROVEMENT AND DEVELOPMENT BOARD

Suggestions for future agenda items	Board meeting dates	Topics
<ul style="list-style-type: none"> • Communications - how we can better work together • Training and development pathways • Knowledge bank • Civility project (SLCC/NALC/OVW) • National panel of clerks/councillors/county officers to provide support to councils • Increase uptake of CiLCA and LCAS 	11 May 2021	•
	July 2021 (date tbc)	•
	September 2021 (date tbc)	•
	18 November 2021	•



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