





# IMPROVEMENT AND DEVELOPMENT BOARD | DRAFT MINUTES

16 November 2023

#### **Present:**

James Alexander, Independent Chair; Jonathan Owen, NALC chief executive; Cllr Keith Stevens, NALC national Chair; Wendy Amis, Derbyshire county officer; Adam Keppel-Green, SLCC branch rep; Sue Hobbs, SLCC; Rob Smith, SLCC chief executive and Mia Shelton, LGA Senior Advisor - Improvement & Policy.

#### Also present:

Charlotte Eisenhart, NALC head of member services, Hazel Broatch, NALC Civility and Respect project manager, Lisa Etchell, NALC projects officer and Councillor Abi Brown, Chair, LGA's Improvement and Innovation Board.

#### 1. Apologies and absence

Apologies were received from Helen Quick, SLCC head of conferences, training & education and Sally Longmate, Suffolk county officer.

## 2. Minutes from previous meeting and matters arising

The minutes of the meeting held on 16 March 2023 were approved.

No matters arising.

#### 3. Introductions

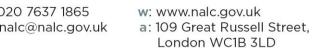
3.1 The Board welcomed new Independent Chair, James Alexander.

#### 4. Forward work programme

4.1 The board discussed items for the work programme for 2023/24 (Appendix 4.1, Work programme for 2022/23 attached).

Resolved: That the work programme for 2023/24 should include, but not limited to: Local Council Award Scheme criteria review, Clerk occupational standards review, CILCA portfolio review, Corporate Peer Challenge, Data Collection, Civility and Respect.







5.1 Board discussed the development of a new improvement strategy - Link to previous strategy can be found here: National Improvement Strategy

Resolved: The Board agreed to meet in person early in 2024 to further develop on the proposals in the paper

- 6. **Update on IDB programmes and Civility & Respect project**
- 6.1 Board received updates on various projects/programmes.

#### **NALC Improvements**

The Board noted the report on NALC improvements.

# Civility and Respect project

Hazel Broatch gave an update on the progress of the Civility and Respect project

#### **LGA**

Mia Shelton reported that the LGA's 'Debate not Hate' Campaign had recently experienced an increased take up. As part of the campaign support, the LGA provided a useful toolkit and she encouraged members to make use of this and any other LGA resource if needed. She also reported that the recent NALC/LGA 'Make a Change/Be a councillor' event had been successful and well attended.

## **County Officer Development**

Wendy Amis reported that the CALC Officer Improvement Programme for 2024 was currently being worked on. This contained a full year of topics/events for County Officers.

#### 7. Meeting dates for 2024

Draft meeting dates for 2024 to be circulated.

ACTION: LE/CE to circulate draft 2024 meeting dates.

The next meeting of the Improvement and Development Board will be confirmed.



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Published by NALC on behalf of the Improvement and Development Board

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