

IMPROVEMENT AND DEVELOPMENT BOARD | AGENDA

Date: 23 May 2024

Time: 10.00 - 12.00

Location: Zoom (will be opened from 09:45)

1. Apologies for absence

2. Notes of IDB Workshop -

2.1. To receive the notes of the meeting held on 20 February 2024 and to note any matters arising not covered elsewhere on the agenda. (Appendix 2.1)

NB: If members have any comments on the accuracy of the draft notes, please contact Hazel Broatch at hazel.broatch@nalc.gov.uk before the meeting.

3. Data Taskforce

3.1. To discuss with expert attendees (Kate Cooper LGA and Dr Jonathan Rose De Montfort University) why a “data taskforce” might play an important role in improving governance in local councils; who should be involved; and its terms of reference.

4. Membership of IDB

4.1. NALC and SLCC propose that the membership be reviewed and that it should be as follows:

- Independent Chair (appointed by SLCC/NALC)
- 2 NALC Representatives (Chief Executive and Chair)
- 2 SLCC Representatives (Chief Executive and Chair)
- 2 County Officers
- 2 LGA Representatives
- 1 DLUHC Representative
- 1 LLG Representative
- 1 ADSO Representative

To consider these proposals; to decide if membership of IDB should be changed; and, if agreed, to seek representatives from DLUHC, LLG and ADSO.

5. Membership/ Terms of Reference for the Taskforces -Civility & Respect; Intervention; and Workforce.

5.1. To note attached report and decide on its recommendations. (Appendix 5.1)

6. Good Councillors Guide 2024

6.1. To note that the revised Guide was launched wc 13 May 2024 so that it was available in a timely way for new Town and Parish Councillors following elections. It is available online to members of NALC to download free of charge. The next steps are to follow up with virtual explainer activities (including a chargeable virtual event).

7. Date of Next Meeting

7.1. To note that the Chair will have to give his apologies for the next virtual meeting on Thursday 25 July 2024 and to decide whether to change the date to either 11th or 18th July 2024 or to identify someone else to Chair on 25 July 2024.

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APPENDIX 2.1 - DRAFT NOTES

IDB Improvement Workshop: 20 February 2024

AGREED ACTIONS

Present: James Alexander (Chair), Wendy Amis, Sally Longmate, Adam Keppel-Green, Rob Smith, Helen Quick, Keith Stevens, Jonathan Owen

Also Present: Charlotte Eisenhart, Hazel Broatch

Apologies

Apologies were received from Cllr A Brown, Mia Shelton, Sarah Mason and Sue Hobbs

Key Objectives of IDB

The Workshop concluded that the following were key objectives for the IDB.

The Board would:

1. support Councils along with the National Sector Bodies to raise standards; support the sector; and improve resilience. This included the development and resilience of County Associations.
2. support Councillors to provide democratic leadership; training to be expanded to include all Councillors; and Councils to commit to developing their workforces (including promoting national standards).
3. support the sector to improve performance by ensuring civility and respect; identifying emerging trends and support (including forward thinking/planning); and to be prepared for potentially taking on more services and other challenges.

Taskforces

The Board agreed it would deliver some of its key objectives for improvement and development through setting up Taskforces. These

would be task and finish groups which would include membership (as appropriate) of a broad range of relevant people/organisations etc.

The Workshop agreed that the first four Taskforces would be:

A. Civility and Respect - Pledge, training, Jo Cox Civility report

B. Intervention - finance/resources, governance and business continuity. Identifying councils at risk plus what happens when councils fail.

C. Workforce - determining a fair and appropriate level of pay and working hours.

D. Data – identify and address the needs for data related to our sector. To enable a brief for the Taskforce to be developed. The first step would be to invite De Montfort and LGInform to the next board meeting.

The following were identified as future areas that Taskforces might be set up to explore - training; culture change; and capacity building. This was not an exhaustive list and the need to set up Taskforces would be kept under review by the IDB.

IDB Meetings

It was agreed that the IDB would meet:

virtually four times a year:

once a year in person; and

Taskforces would report back to IDB three months after set-up (and their progress would be reviewed after six months).

The next steps would be to circulate and agree membership and objectives for each of the Taskforces. This would be done by email.

Item 5 V2: Terms of Reference and Membership for IDB Taskforces – Civility & Respect, Intervention & Workforce

To approve the following proposals:

Terms of Reference

Civility and Respect Taskforce

To advance Civility & Respect and reduce standards issues within the sector.

Intervention Taskforce

To develop means and resources for identifying and supporting councils at risk of major financial, business and governance failures.

Workforce Taskforce

The first task is to examine good practice and recommend improvements in job evaluation and benchmarking.

When this is completed the second task will be to examine working hours and make recommendations for improvement.

Membership

Civility and Respect Taskforce (9 Members)

SLCC – Steve Trice, Linda Larter and Lance Allan

NALC – Cllr Sue Baxter, Charlotte Eisenhart and Jane Moore

OVW – Paul Egan

ALCs -Sarah Mason plus one more needed (see below)

All the Associations of Local Councils received an email asking them to express an interest in the C&R and Intervention Taskforces. The following 5 responded. Some have provided information on their experience etc. All expressed an interest and willingness to be involved in this taskforce. Ja'Neen Day and Jackie Weaver also expressed an interest in being on the Intervention Taskforce:

Sarah Bristow (Norfolk ALC); Lucy Dalby (OALC); Chris Haine (GAPTC); Ja'Neen Day (WALC); Jackie Weaver (Cheshire ALC).

Intervention Taskforce (9 Members)

SLCC Linda Larter

NALC Cllr Keith Stevens

County Officers place for 1 (see above)

CEO of Rushcliffe District Council Kate Marriott

Director of Law and Governance/ Monitoring Officer for North Northamptonshire Council -Sanjit Sull

Chair of both Intervention Boards – Neil Taylor

Internal Audit Forum - Mark Mulberry

Parkinson Partnership - Steve Parkinson

LGA - Mia Skelton

Workforce Taskforce

NALC – Charlotte Eisenhart

SLCC – Adam Keppel-Green

ALCC – Linda Hedley General Secretary

Carl Hearn – Town Clerk/RFO Tavistock Town Council

Christian Vincent, Worknest



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