

IMPROVEMENT AND DEVELOPMENT BOARD | DRAFT MINUTES

23 May 2024

Present: James Alexander (Chair), Cllr Keith Stevens, Jonathan Owen, and Adam Keppell-Green.

1. Apologies for absence

Wendy Amis, Cllr A Brown, Sarah Mason, Mia Shelton and Rob Smith.
Technical issue also meant that Sally Longmate was unable to enter the meeting at 1100.

2. Notes of IDB Workshop

Resolved to approve the notes of the IDB Workshop held on 20 February 2024.

3. Data Taskforce

- 3.1. Discussed 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.
- 3.2. Resolved to set up a Data Taskforce and to receive a report at the next meeting with proposals for Terms of Reference and Membership.

4. Membership of IDB

Resolved that the membership be made up as follows (and consist of Chairs and/or Chief Executives as far as possible):

- Independent Chair (appointed by SLCC/NALC)
- 2 NALC Representatives (Chief Executive and Chair)
- 2 SLCC Representatives (Chief Executive and Chair)
- 2 County Officers (Chair and another appointed by County Officer Forum)
- 2 LGA Representatives (Chair of Improvement Committee and Lead Officer)
- 1 DLUHC Representative (to be actioned asap)
- 1 LLG Representative (Chief Executive)
- 1 SAAA Representative (Chief Executive)
- 1 ADSO Representative (Chair)

5. Taskforce Terms of Reference / Membership

Taskforces would research and recommend improvements in key areas to the Board.

- 5.1. It was resolved to adopt the following Terms of Reference for Taskforces set up-to-date:

Civility and Respect Taskforce – to advance civility and 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 to make recommendations for improvement.

5.2 It was resolved that the Membership of Taskforces would be approved as follows:

Civility and Respect Taskforce – 3 representatives each for NALC and SLCC; 1 representative for OVW; 2 representatives for ALCs.

Intervention Taskforce – 1 representative for each of the following NALC, SLCC, ALCs, District Council, Legal/Monitoring Officers, Intervention Boards and LGA.

Workforce Taskforce – 1 representative for each of following NALC, SLCC, ALCC, Clerks, ALCs OVW and Worknest.

6. **Good Councillors Guide 2024**

Noted 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. Noted the next steps are to follow up with virtual explainer activities (including a chargeable virtual event).

7. **Date of Next Meeting**

Noted that the Chair would have to give his apologies for the next meeting on Thursday 25 July 2024 and resolved to change the date for the virtual meeting to 10:00 – 12:00 on 11th July 2024.

Published by NALC on behalf of the Improvement and Development Board

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