

**Appendix two: Elected Member Development Working Group Action Plan (2016-2017) Progress update at March 2017**

<b>Project</b>	<b>Actions</b>	<b>By when</b>	<b>Resources</b>	<b>Progress update at March 2017</b>
1. Participate in a pilot exercise to evaluate and provide feedback on the prototype Members' Portal prior to its roll out to all Members.	Attend the initial briefing at the April meeting of the Working Group to provide feedback on content and functionality.	April 2016	Members of Internal Elected Member Portal Working Group	Complete
	Digital Services to facilitate a 'Discovery Workshop' with the Working Group and other Members who wish to participate in the test stage.	13 June 2016	Elected Members  Digital Services and Elected Members participating in workshop.	Complete
	Findings from workshop to inform system refinement, portal content and timeframe for pilot exercise.	August 2016	Digital Services	Complete
	Review the content over the pilot period and feedback suggestions for further revisions/ improvements including design, accessibility and navigation	September 2016	Elected Members participating in test stage.	Pilot exercise to be scheduled for Mar/Apr 2017
	Seek feedback from Party colleagues. (n.b. Digital Services can provide demonstrations to Party Groups).	October 2016	Elected Member representatives on Elected Member Development Working Group.	Further feedback will be sought following pilot exercise above.

<p>2. Develop new role profiles that reflect the developing role of the Elected Member in Belfast City Council and the delivery of the Belfast Agenda.</p>	<p>Benchmark other Charter accredited councils to obtain best practice feedback regarding types of Member role profiles in place, content and the process for how they were developed.</p>	<p>April 2016</p>	<p>Corporate Human Resources</p>	<p>Complete</p>
	<p>Present initial findings to Elected Member Development Working Group with a view to agreeing the process for developing bespoke role profiles. i.e.</p>	<p>20 June 2016</p>	<p>Corporate Human Resources</p>	<p>Complete</p>
	<p>Decide whether or not to commission independent expertise to work with Members to develop bespoke role profiles (and a bespoke political skills framework, see point 3).</p>	<p>June 2016</p>	<p>Elected Member Development Working Group</p>	<p>Complete</p>
	<p>Conduct a workshop to develop draft role profiles and a bespoke political skills framework (additional workshops can be arranged if needed, to facilitate attendance).</p>	<p>September 2016</p>	<p>Independent facilitator in conjunction with elected members.</p>	<p>Not required</p>

	<p>Present proposed role profiles and bespoke political skills framework (Knowledge and Skills Framework) to Members for agreement (via Elected Member Development Group) for agreement by Strategic Policy &amp; Resources Committee.</p>	November 2016	Director of Organisational Development.	Complete. Agreed by Strategic Policy and Resources Committee 16 December 2016
<p>3. Revise the Political Skills Framework to make it bespoke to Belfast City Council and aligned to the agreed Member profiles.</p>	<p>Review the Local Government Association's (LGA) revised Political Skills Framework.</p> <p>Present an overview of this framework to the Elected Member Development Working Group with a view to agreeing the process to develop a bespoke political skills framework.</p> <p>Identify the associated knowledge, skills and behaviours for each Member role profile developed (see point 2) i.e.</p>	April 2016	Corporate Human Resources	Complete.  Complete.
	<p>Decide whether or not to commission independent expertise to work with Members to identify the associated knowledge, skills and behaviours for each identified profile (and develop</p>	June 2016	Corporate Human Resources.	Complete.

	<p>bespoke role profiles, see point 2).</p> <p>Conduct a workshop to develop the bespoke political skills framework and draft role profiles (n.b. additional workshops can be arranged if needed, to facilitate attendance).</p> <p>Present proposed bespoke knowledge and skills framework and the proposed role profiles to Members for agreement (via Elected Member Development Working Group) for sign off by Strategic Policy &amp; Resources Committee.</p>	<p>September 2016</p> <p>November 2016</p>	<p>Independent facilitator in conjunction with elected members.</p> <p>Director of Organisational Development</p>	<p>Not required</p> <p>Complete. Agreed by Strategic Policy and Resources Committee 16 December 2016</p>
4. Review and embed the personal development planning (PDP) process	<p>Obtain feedback from the Local Government Association and North West Employers (newly appointed body for the Elected Member Development Charter accreditation process) on best practice approaches to Elected Member personal development planning (PDP) processes.</p> <p>Review the current PDP process in line with agreed bespoke Member role profiles and Political Skills framework</p>	<p>August 2016</p> <p>January 2017</p>	<p>Corporate Human Resources</p> <p>Corporate Human Resources with input from Elected Members.</p>	<p>Complete.</p> <p>Complete</p>

	<p>and feedback from benchmarking exercise. To include:</p> <ul style="list-style-type: none"> <li>• Feedback from Members (e.g. via questionnaire and from elected member development working group) on what aspects of the current PDP process work well and what improvements are needed.</li> <li>• Setting criteria to include in revised PDP process</li> <li>• Review of Assistance to Study Scheme</li> <li>• PDP budget</li> <li>• Facilitation of PDP process.</li> </ul> <p>Present draft revised PDP process to Members for agreement (via Elected Member Development Group) for sign off by Strategic Policy &amp; Resources Committee).</p> <p>Deliver briefing sessions on agreed PDP process to all elected members.</p> <p>Roll out agreed PDP process</p>	<p>February 2017</p> <p>March 2017</p> <p>April 2017 onwards</p>	<p>Director of Organisational Development</p> <p>Corporate Human Resources</p> <p>Corporate Human Resources</p>	<p>Complete. Agreed by EMDWG 10 March 2017.</p> <p>Not yet required.</p> <p>Not yet required.</p>
--	---	--	---	---

<p>5. Agree on appropriate development mechanisms and improvements for 2016-2017 and incorporate within a forward focussed Member capacity building action plan</p>	<p>Review current member development activity provision, obtain feedback from Members on current provision and suggestions for additional activities and undertake benchmarking activity with other Charter accredited councils.</p>	<p>August 2016</p>	<p>Corporate Human Resources with input from elected members.</p>	<p>Ongoing activity. Feedback from members sought.</p>
	<p>Determine preferred training delivery times and seek to address any other issues that impact on facilitating attendance. And address this through delivery of agreed training schedule.</p>	<p>June 2016</p>	<p>Elected Member Development Working Group</p>	<p>Ongoing.</p>
	<p>Research best practice e-learning activities available for elected members and aim to include these within the LGTG provided e-learning platform, if possible.</p>	<p>August 2016</p>	<p>Corporate Human Resources with input from elected members.</p>	<p>Feedback from members sought.</p>
	<p>Elected Members to identify topics that could be designed as e-learning modules and piloted.</p>	<p>June 2016</p>	<p>Elected Member Development Working Group</p>	<p>Using internal resources at present to develop a pilot Information Governance module.</p>

	<p>Commission expertise to design and pilot the modules, if agreed.</p> <p>Design and pilot modules determined by Members.</p> <p>Agree capacity building activities for 2017-2018 and develop associated capacity building action plan.</p>	<p>August 2016</p> <p>October 2016</p> <p>March 2017</p>	<p>Corporate Human Resources</p> <p>Independent facilitator and Corporate Human Resources</p> <p>Elected Member Development Working Group.</p>	<p>See points above. Not required</p> <p>See points above.</p> <p>Complete. Agreed by EMDWG 10 March 2017.</p>
<p>6. Develop an evaluation process for measuring the impact of Member development initiatives and programmes.</p>	<p>Benchmark best practice learning and development evaluation approaches.</p> <p>Develop a draft evaluation approach giving consideration to the agreed Member role profiles, political skills framework and alignment to the delivery of the Belfast Agenda ensuring links to outcomes based performance and evaluation.</p> <p>Present draft evaluation approach for agreement.</p>	<p>August 2016</p> <p>October 2016</p> <p>November 2016</p>	<p>Corporate Human Resources</p> <p>Corporate Human Resources with input from elected members.</p> <p>Director of Organisational Development</p>	<p>Complete.</p> <p>Complete.</p> <p>Evaluation approach will be developed and based on the capacity building plan for 2017-2018.</p>

<p>7. On completion of the agreed projects, give consideration to establishing an Elected Member Steering Group to take forward an agreed Member development plan for the future.</p>	<p>Review projects completed to date.</p>	<p>February 2017</p>	<p>Elected Member Development Working Group.</p>	<p>Ongoing.</p>
	<p>Develop a draft elected member development plan for future roll-out.</p>	<p>March 2017</p>	<p>Elected Member Development Working Group.</p>	<p>Agreed at 10 March meeting of EMDWG that Strategic Policy and Resources Committee would oversee future member development capacity building plans and activities.</p>
	<p>Present proposed initial member development plan to Strategic Policy and Resources Committee.</p>	<p>March 2017</p>	<p>Director of Organisational Development</p>	<p>To be presented to Strategic Policy and Resources Committee on 24 March 2017.</p>