



## QUOTATIONS FOR SUPPORT PARTNER TO IMPLEMENT AND MAINTAIN ELECTED MEMBER DEVELOPMENT CHARTER

### **Background**

The Northern Ireland Local Government Association, with the assistance of the Local Government Training Group, has been supporting councils in Northern Ireland to implement the Charter since the beginning of 2011.

Our objective is to have all 11 councils with the Charter Award by 2019. The degree to which this is achieved of course will depend on our ability to engage the remaining councils in the process.

The table below summarises the status of each of the eleven councils with respect to the Charter. You will note from this that four councils have completed the Charter with another three committed to doing so. NILGA is continuing in its efforts to secure the commitment of the remaining four to undertaking the charter.

<b><u>Council</u></b>	<b><u>Status</u></b>
Armagh Banbridge and Craigavon	Awarded 2014
Antrim and Newtownabbey	Committed 2015
Mid and East Antrim	Committed 2015
Derry and Strabane	Awarded 2012
Belfast	Awarded 2011 (reassessed 2015)
Causeway Coast and Glens	
Ards and North Down	
Newry Mourne and Down	Awarded 2013
Mid Ulster	
Fermanagh and Omagh	
Lisburn and Castlereagh	Committed 2015

### **Outline of support required**

We are seeking support from an organisation which is skilled and experienced in an Elected Member Development Charter and has a track record in supporting councils on the journey to attaining the standard, carrying out Charter assessments and reassessments and making awards.

Such work will be carried out in partnership with NILGA.

### **Award**

The support required in respect of councils undertaking the Charter process for the first time would include:

1. An initial meeting with the council to set out the Charter process, its objectives and requirements. Generally this is seen as being a meeting with members and senior officers to give an outline presentation followed by a detailed meeting with key members and officers to commence work.
2. Providing telephone/email support to the council as it completes a self assessment against the Charter standard and guidance on an ensuing action plan.

3. Responding to any telephone/email queries on implementation of the action plan.
4. Carrying out a pre-assessment review of the evidence portfolio and advising on preparedness for assessment.
5. Participating in the on-site assessment process.
6. Preparing an assessment report following the assessment including identification of strengths and areas for further consideration and work.
7. Issuing a completion certificate to successful councils.

## Reassessments

The support required with respect to reassessments would include:

1. A preparatory meeting with the council to review progress since the initial award, including progress with regard to any areas highlighted previously as being areas for future improvement.
2. Agreeing any actions required in advance of reassessment.
3. Reviewing evidence in advance of reassessment and advising on preparedness.
4. Participating in the on-site reassessment process.
5. Preparing a reassessment report including identification of strengths and areas for further consideration and work.
6. Issuing a completion certificate to successfully reassessed councils.

## Training of Assessors

**Periodically, NILGA will seek to update the panel of available Councillor and Officer assessors who will assist the organisation in the assessment process.**

Such training should take one day on each occasion.

## Evaluation Requirements

Your quotation for this support work should set out the following:

- a) Your organisations involvement to date with an Elected Member Development Charter, including:
  - i. The period of time over which that involvement has existed
  - ii. The number of councils that involvement has spanned, with particular emphasis on recent years
  - iii. Identification of the lead officer within your organisation who will lead your work together with a summary of your team's specific relevant experience
- b) Your quotation identifying the fee chargeable in respect of support for:
  - i. A council undertaking the Charter for the first time, and
  - ii. A council undergoing reassessment
  - iii. a council seeking to obtain a higher than Charter standard.
  - iv. One day Assessor training
- c) Any additional charges above and beyond the fee.
- d) **Quotations must be received by no later than 4.00pm on Monday 16th November 2015 by post to Mr Derek McCallan, Chief Executive, NILGA, Bradford Court, Castlereagh, BT8 6RB, or by email to [d.mccallan@nilga.org](mailto:d.mccallan@nilga.org).**

## Conditions

1. NILGA does not bind itself to accept the lowest, or any, quotation in relation to this request for service.