Charter for Member Development requirements and what BHCC can demonstrate for each requirement

STANDARD   **EVIDENCE THAT STANDARD MET**

1. Commitment to Member development

Requirements	Achievements to date
Top political & managerial leadership commitment to development of elected members	Member development working group formed Dec 2005 and meeting regularly Budget assigned for member development (£21000 pa) Directors & Members identify learning needs at corporate and individual level Directors asked to specify links to relevant corporate objectives for all in-house events Regular reports to P&R and to Leaders Group re improvement actions Leaders consulted regarding significant pieces of work - e.g. Induction, Group-based learning Member development regularly raised at group meetings by development champions / leaders
Policy Statement	Member Dev Strategy articulates policy on equality of opportunity and priority development areas Annual Development Programme sets out named contacts responsible for member development Regular development newsletters specify members/officers responsible for development
Equality of opportunity and access to learning development	Seminars offered at range of times (split between daytime and evenings) Duplicates/121 input offered for BHCC facilitated events and externally facilitated where cost effective Elearning opportunities circulated to all members Regular Member surveys requesting availability for events Members asked to identify learning style - learning resources to suit all are made available Attendance monitored with view to identifying potential barriers to attendance Dates advertised a month in advance wherever possible and recorded in council diary on the intranet Materials/presentations from all events stored in members team room for access by all
Budget	Central Member Development Budget for 2006/07 set at £21000 Member Support Manager monitors budget and updates member development working group Additional funding for external conferences is available from Directorates
Officer resource support	Member Support Manager appointment Jan 06 - demonstrates accountability for member dev Member Support Manager & Head of Democratic Services attend development working group
Dissemination of learning	Learning identified as useful by individual members shared with all in the Teamroom Members attending conferences forward materials appropriate for sharing to Members' library External conferences attendees published as point pf contacts for information on particular topics

2. Strategic approach to member development

Member led strategy	Member development working group oversees all work & discussed within groups Strategy issued to all members and is available in Members' teamroom All Members asked for input on key activities - e.g. induction, annual development programme All Members surveyed for comments/suggested improvement activities
Linkage to council corporate plan	Directors asked to identify corporate learning needs by reference to Directorate and corporate aims Invitations to in-house events explicitly state links to corporate objectives Individual development planning process includes reference to corporate objectives
Member roles clearly set out	All members issued details of political skills framework (Improvement & Development Agency's) All members issued details of Welsh Local Government Association's competency framework Induction sessions focused on role of Members
Process for identification of needs at individual and Council wide level	Personal development planning launched Summer 2007 Directors asked to identify corporate needs that link to Directorate and Council objectives Members regularly surveyed and asked to suggest useful topics Externally-facilitated events not booked before sufficient level of interest is confirmed
Structured and timely approach to promoting development opportunities	Events advertised with one month's notice wherever possible Regular emails re forthcoming quarter's events Posters of forthcoming dates displayed in members' rooms/outside Democratic Services All dates put in the council diary on the intranet asap
Appropriately learn with external partners	Partner organisations involved in delivery of May 2007 induction events Joint inductions offered by PCT/Acute Trust for HOSC members Sussex Improvement Partnership -planning underway for pan-Sussex event July 2008 Many committee-specific events attended by and/or co-facilitated by partners - especially PCT
Strategy for Induction	Induction 2007 designed with input from senior officers, members themselves, leaders etc Six-month programme, supplemented by support from officer buddies, member handbook and tours Needs checked on regular basis by officer buddies - and end of programme evaluation completed Access to regional and national materials supplied to all members

Addresses leadership & team developmt	Political group mentoring offered to all groups Leadership development offered to Leaders from all groups - e.g. access to Leadership Academy

Requirements	Achievements to date
Mechanisms for evaluation, and informing future plans, identified	End of event questionnaires issued for all seminars Follow -up questionnaire issued after 2-3 months to assess impact on ways of working Folders in Members' room contain suggestion/feedback forms Member development working group regularly receives reports on evaluation of activities Member development working group regularly asks for feedback in its regular update newsletters Exit interviews offered to all members standing down May 2007 Directorate evaluation results fed back to Directors at end of Induction and annually

3. Member learning and development plan in place

Requirements	Achievements to date
Addresses development priorities	Directors identify corporate seminars and prioritise with reference to corporate objectives Members identify own individual priorities and efforts focused in meeting those areas Strategy sets out priorities established by member development working group & rolling programme of events approved by the group with reference to these priorities
Identify what development activities should achieve	Standard form sent to all in-house speakers which asks them to identify learning objectives In-house invites describe target audience, learning objectives, outline programme Member development strategy sets out aims and priorities for member development Members are asked to identify what their individual priorities/objectives are via PDP process Speakers are encouraged to introduce seminars with objectives and revisit to check met at end Member learning drawn from internal, regional, national sources & range of private/public suppliers
Sets out how, when, where and who is responsible	Annual Development Plan, Member Strategy and member newsletters set out how the council plans development and names individuals responsible for implementation, monitoring and evaluation Members Handbook & PDP Planning Guide also set out key member development contacts
Takes account of access to development opportunities	Day of week and time of day is varied across the development programme School holidays and religious festivals avoided where possible Venues assessed for access issues Members surveyed re availability and re access issues Different Learning methods to address different learning styles are offered Duplicates of events or 121 input with speakers offered wherever possible
Linkage between Individual plans and the council's corporate/other plans	Personal development planning process encourages linkage between individual and corporate plans Directors are asked to identify member development topics and which corporate aims they relate to In-house speakers specify corporate objectives their events relate to - included in invites
Representative elected members consulted	All party member group in place since Dec 2005 & acting as development champions Regular MDWG newsletter to update/consult all Members on key member development documents/projects Wider member group consulted on key pieces of work - e.g. Induction programme 2007 Committee Chairs consulted re committee-specific inductions and ongoing development All members consulted/updated at group level by relevant development champion Leaders consulted re significant pieces of work - e.g. Induction, core development subjects,

4. Learning and development is effective in building capacity

Requirements	Achievements to date
Members learn and develop effectively	Evaluation 2-3 months after each event asks members to identify impact learning has had on work/role PDPs: Members self-assess against skills frameworks, plan learning and review effectiveness Mentoring put in place to allow for peer/action learning
Learning shared with others (members and possibly officers & stakeholders)	Members are asked for skills/knowledge they would be willing to share with other members Members involved in PDP recommend materials that should be placed in member teamroom Members are invited to attend some development events jointly with staff
Investment in learning is evaluated in terms of benefits and impact	Members self-assess against skills frameworks - PDP reviews should enable progress to be identified Attendance & evaluation statistics are kept for all events and reported to working group and directors Post-event evaluation asks members to identify impact on work not just immediate reaction to event
Identifies (and implements) improvements to learning and development activities	Buddy system identified evolving needs during induction along with areas where additional clarification/input was needed after particular events Evaluation forms are monitored by Member Support Manager and results reported to Member development working group and Directorates Members asked for feedback/suggestions for improvement in every member development newsletter, during PDP process, annual surveys Specific Member feedback re administration/delivery of events has been implemented - e.g. more participative, wider range of times advertised.

5. Elected Member Development promotes work life balance and citizenship

Requirements	Achievements to date
Assists those with family responsibilities	Annual review of childcare allowances Pension arrangements for members in place Offer of duplicate/121 means that events which clash with family commitments can still be accessed
Reviews council business to allow for equality of access to decision making	Web-casting being considered as method to allow wider public access to decision making process Half-term dates, religious festivals etc all avoided as much as possible in timetabling events Mix of day-time and evening development events offered

decision making mechanisms	
Holds events for the community to encourage people to become community leaders	Lifeswap (Local democracy campaign event) completed September 2006 Youth Question Time completed November 2007 Links established between Youth Council and Elected Members Webpages on the Councillor website describe role of councillor and how to become one Councillor blogs include "day in the life of" features