

Achieving Charter Status and Delivering Member Learning & Development

Year 1

Action Plan

Objective 1. To achieve full commitment to member development

| Guidelines | Action | Target Date | Evidence |
|--|---|----------------|--|
| 1.1 Top political and managerial leadership commitment to development of elected members | Commitment to development of elected members achieved through top political and managerial leadership sign up to achieving chartered status | September 2006 | A. CMT Report 22/05/06 MAP Report 22/06/06 Cabinet Report 13/07/06 Full Council Report 19/07/06 |
| | Top priority in Council Plan 2006-09 – Enhance Member Development and information services | March 2006 | B. Council Plan Summary 2006-09 |
| | Members Advisory Panel agreed as member steering group for Member learning and Development. | June 2006 | C. MAP Report xxxxxx |
| | Refresh Member Learning and Development Strategy | October 2006 | D. Member Learning and Development Policy and Strategy |
| | MAP/CMT - Signed Commitment | Dec 2006 | E. Members Handbook |
| | Review Internet / Intranet support | November 2006 | F. Member Champion |
| | Refresh Members Handbook in line with refreshed Strategy | December 2006 | G. IIP award covering elected members |
| 1.2 Policy statement | Revised Member Learning and Development Policy and strategy agreed by Council | Jan 2007 | H.CMT Report xxxxxx MAP Report xxxxxx Cabinet Report xxxxxx Full Council Report xxxxxx |
| | Revised Member Learning and Development Policy and Strategy issued to all Members | January 2007 | I. Copy of E-mail to all members |

Appendix 1

| Guidelines | Action | Target Date | Evidence |
|--|--|--------------------|---|
| | Revised Member Learning and Development Policy and Strategy posted on intranet | January 2007 | J. Intranet link |
| | Drop in sessions arranged to raise awareness of new policy and strategy | February 2007 | K. Copy of Drop in Invite |
| 1.3 Equality of opportunity and access to learning and development | Training regarding specific roles and responsibilities within the revised policy and strategy | January / Feb 2007 | L. Member Learning and Development Programme highlight alternative methods, timing of events / seminars |
| | Develop Member Learning and Development Programme to take account of equality statement within revised policy and strategy | January 2007 | |
| | Develop Member Learning and Development support resources to ensure equality of opportunity | January 2007 | |
| | Consult with MAP to ensure Member Learning and Development programme is accessible and meets the wide range of learning styles | January 2007 | M. Consultation with MAP re Member Learning and Development Programme report xxxxxx |
| | Member Learning and Development Programme to be advertised through the intranet promoting advanced notice of dates | February 2007 | N. Intranet link |
| | Conduct Personal Support planning and link to Member Learning and Development Programme | May - June 2007 | O. Copy of PSP |
| 1.4 Budget | Resources to be detailed in Member Learning and Development Strategy | October 2006 | D. Member Learning and Development Policy and Strategy |
| | Head of Service and Team Leader to continue to monitor budget quarterly | March 2007 | P. Quarterly Budget monitoring |

Appendix 1

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|-------------------------------|--|------------------------------|--|
| 1.4 Budget cont'd | Head of Service to highlight priorities for annual round of budget setting linked to Member Learning and Development Policy and Strategy | October 2006 | Q. MTFP |
| 1.5 Officer resource support | Dedicated officer responsible for Member Learning and Development Policy and Strategy. | Ongoing | R. Job Description Principal Development Officer Member development |
| | Ensure Members Handbook accurately signposts dedicated officer support, Member Learning and Development Policy and Strategy, and Member Learning and Development Programme | December 2006 | E. Members Handbook. |
| | Ensure Intranet accurately signposts dedicated officer support, Member Learning and Development Policy and Strategy, and Member Learning and Development Program | November 2006 / January 2007 | N. Intranet link |
| 1.6 Dissemination of learning | Establish process for sharing and disseminating learning Report back Copies of information in library / on intranet Benchmarking | March 2007 | S. Copy of learning and development report back T. Library catalogue U. Briefing sessions N. Intranet link U. Buddy system |
| | Establish informal buddy / mentor system | March 2007 | |
| | Revise library and information service | December 2006 | |
| | Scrutiny reviews used as learning mechanism | Ongoing | V. Scrutiny case study example |

Objective 2. To foster a strategic approach to member development

| Guidelines | Action | Target Date | Evidence |
|--|---|--|--|
| 2.1 Member led strategy | Members Advisory Panel act as steering group for Member Learning and Development Strategy Action Plan - Stockton Borough Council Member Learning and Development Achieving Charter Status | June 2006 October 2006 | D. Member Learning and Development Policy and Strategy H. MAP Report xxxxxx - Minutes showing all party involvement in agreeing, monitoring and evaluating elected member training and development strategy H. MAP Report xxxxxx W. Benchmarking - Member Development Network minutes |
| 2.2 Linkage to council corporate plan | Top priority in Council Plan 2006-09 – Enhance Member Development and information services Service Improvement Plan has specific objective to Enhance Member Member Learning and Development Programme specific links to members roles and highlights priority development needs linked to corporate priorities | March 2006 March 2006 January 2007 | B. Council Plan Summary 2006-09 X. SIP Democratic Services L. Member Learning and Development Programme |
| 2.3 Member roles clearly set out | Develop member role descriptors Consult members on roles descriptors MAP to approve role descriptors | October 2006 October 2006 October 2006 | Y. Role Descriptors Z . Extracts from Constitution / Members Handbook outlining member roles AA. MAP Report xxxxxx CC • Induction Training |
| 2.4 Process for identification of needs at individual and Council wide level | Establish revised process for Personal Support Planning linked to role descriptors Review Induction Training as appropriate to pick up any Corporate priorities | October 2006 November 2006 | BB Personal Support Planning / Members database Y. Role Descriptors |

| Guidelines | Action | Target Date | Evidence |
|---|--|----------------|---|
| | Consult with MAP / EMT on refresh of Induction Programme | Oct – Dec 2006 | CC • Review of Induction Training / consult with MAP / EMT |
| | Review / consult on Member Learning and Development Programme annually or as required to pick up any individual / Corporate priorities | Ongoing | DD. Consultation with MAP / EMT on Member Learning and Development Programme |
| 2.5 Structured and timely approach to promoting development opportunities | Member Learning and Development Programme posted on Intranet | January 2007 | N. Intranet link |
| | HoS to include updates on Member Learning and Development in regular meetings with Group Leaders to encourage take up. | Ongoing | EE Witness statement from Group Leaders and Member Champion to evidence regular discussion of Member learning and Development |
| | HoS to meet regularly with Member Learning and Development Champion to discuss position | Ongoing | |
| | Communicate through e-mail external events and post on intranet | Ongoing | N. Intranet link FF. External event email |
| 2.6 Appropriately learn with external partners | Work with National deliverers to secure Scrutiny Training | June 2006 | GG. Scrutiny training programme |
| | NEREO Training Events | Ongoing | HH NEREO Training completed |
| | Scrutiny Officer / Member Networking | Ongoing | II Minutes from Officer / Member Scrutiny Network |
| | Fire Authority / Tristar training | Ongoing | JJ Cross authority / external party event programmes KK Scrutiny Reports |
| 2.7 Strategy for Induction | Review Induction programme | January 2007 | CC • Review of Induction Training / consult with MAP / EMT |
| | Consider role descriptors / corporate priorities / service priorities | January 2007 | |

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| | Consult with MAP and EMT | Oct – Dec 2006 | |
| | Implement Induction | May 2007 | |
| 2.8 Addresses political leadership and team development | Role descriptors used to identify what is effective political leadership ; Develop member role descriptors | October 2006 | D. Member Learning and Development Policy and Strategy |
| | Consult members on roles descriptors | October 2006 | Y. Role Descriptors |
| | MAP to approve role descriptors | October 2006 | L. Member Learning and Development Programme |
| | IdEA Leadership Academy Programme to be made available to all party leaders | October - Jan 2007 | LL Leadership Academy - external programmes used to support political leadership development |
| | Deputy Leader identified as Champion | Completed | |
| | Members Advisory Panel (all Group Leaders) agreed as member steering group for Member learning and Development. | June 2006 | |
| 2.9 Mechanisms for evaluation, and informing future plans, identified. | Member learning and Development Policy and Strategy to cover main evaluation mechanisms – | December 2006 | D. Member Learning and Development Policy and Strategy |
| | Personal Support Planning – evaluates and informs future support requirements | May – June 2007 | BB Personal Support Planning / Members database |
| | Post activity evaluation mechanism | March 2007 | MM ?????? |
| | Annual review of Member learning and Development Policy and Strategy | September 06 and September 07 | NN Date / Framework for review of strategy |
| | Six monthly evaluation report to Members Advisory panel | July 2007 | OO NN Date / Framework for report to MAP |

Appendix 1

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|------------|--|-------------|--|
| | Review / consult on Member Learning and Development Programme annually or as required to pick up any individual / Corporate priorities | Ongoing | DD. Consultation with MAP / EMT on Member Learning and Development Programme |

Objective 3. To develop an annual Member learning and development plan

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|--|--|------------------|---|
| 3.1 Addresses development priorities | Members briefings e.g. new legislation, plans | Ongoing | PP. Copy of new legislation briefing given to all members |
| | Review / consult on Member Learning and Development Programme annually or as required to pick up any individual / Corporate priorities | Jan 07 / Ongoing | DD. Consultation with MAP / EMT on Member Learning and Development Programme |
| 3.2 Identify what development activities should achieve | Member Learning and Development programme | January 2007 | QQ Programme outlines with stated purpose and objectives that focus on expected results |
| | Personal Support Planning | May - June 2007 | BB Personal Support Planning / Members database |
| | Member Learning and Development database | January 2007 | |
| 3.5 Linkage between Individual plans and the council's corporate and other plans | Review/consult on Member Learning and Development Programme annually or as required to pick up any individual / Corporate priorities | Ongoing | DD. Consultation with MAP / EMT on Member Learning and Development Programme Member Learning and Development programme details BB Personal Support Planning / Members database Y. Role Descriptors |
| 3.6 Representative elected members consulted | Members Advisory Panel (all party including all group leaders) agreed as member steering group for Member learning and Development. | June 2006 | C. MAP Report xxxxxx N. Intranet link |

Objective 4. To ensure our approach to Member Learning and development is effective in building capacity

| Guidelines | Action | Target Date | Evidence |
|---|---|-----------------|--|
| 4.1 Members learn and develop effectively | Reflection during Personal Support planning promotes capacity building | May - June 2007 | BB Personal Support Planning / Members database |
| | Member learning and development Programme | January 2007 | QQ Programme outlines with stated purpose and objectives that focus on expected results |
| | Post activity evaluation mechanism | March 2007 | MMxxxxxx RR xxxxxx |
| | 6m evaluation report back to MAP demonstrate effectiveness of strategy, implementation arrangements and AFIs | July 2007 | SS Extracts/quotes on member development from external inspection reports |
| 4.2 Learning is shared with other elected members and where appropriate with officers and stakeholders. | Establish process for sharing and disseminating learning Report back Copies of information in library/on intranet Benchmarking | March 2007 | S. Copy of learning and development report back T. Library catalogue U. Briefing sessions N. Intranet link U. Buddy system |
| | Establish informal buddy/mentor system | March 2007 | |
| | Revise library and information service | December 2006 | |
| | Scrutiny reviews used as learning mechanism | Ongoing | V. Scrutiny case study example |
| 4.3 Investment in learning and development is evaluated in terms of benefits and impact | Annual Report to MAP reviewing delivery VFM in terms of organisational and individual benefits to be established | July 2007 | TT Annual evaluation strategy |
| | Annual personal support planning to address | May - June 2007 | BB Personal Support Planning / Members database |
| | Post activity evaluation mechanism | March 2007 | MMxxxxxx |

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| 4.4 Identifies (and implements) improvements to learning and development activities | Review of Induction. | January 2007 | ZZ Reviews of induction, indicating continuous improvement |
| | Refresh Member Learning and Development Strategy | Sept 06 & Sept 07 | D. Member Learning and Development Policy and Strategy C. MAP Report xxxxxx |
| | Review / consult on Member Learning and Development Programme annually or as required to pick up any individual / Corporate priorities | Ongoing | DD. Consultation with MAP / EMT on Member Learning and Development Programme |

Objective 5. To ensure our approach to Elected Member Development promotes work life balance and citizenship

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| 5.1 Assists those with family responsibilities. | Refresh of Members handbook to consider and highlight assistance for those with families Allowances Leave Pension Child Care | December 2006 | E. Members Handbook |
| | Induction review to consider inclusion of family induction material | January 2007 | ZZ Reviews of induction, indicating continuous improvement |
| 5.2 Reviews how council business is conducted to allow for equality of access to key political decision making mechanisms | <p>Consultation with all members on Democracy Diary</p> <p>Minutes showing changes to meeting are discussed and agreed to suit the members of committees personal circumstances</p> <p>Democracy Diary reviewed fortnightly and issued to all members</p> <p>Regular liaison with services to consult Democracy Diary to avoid clashes and ensure appropriate balance of commitments.</p> | December 2006 | NH please complete this bit |

Appendix 1

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| 5.3 Holds events for the community to encourage people to become community leaders. | Dedicated post for community engagement | Ongoing | Local democracy week action plan, programme of activities and review |
| | Actively targeted BME community to encourage democratic renewal | Ongoing | |
| | Actively work with Schools to deliver citizenship elements of the national curriculum | Ongoing | Youth Assembly L Citizenship links with local schools |
| | Actively work with the Youth Assembly and associated groups to encourage democratic renewal | Ongoing | |
| | Develop prospective Councillor material The council actively encourages citizenship, and publicises the role of elected members as community leaders, as part of promoting local democracy and encouraging under represented groups to take up office. | March 2007 | Presentations at community forum events BME Literature and project details Prospective Councillor leaflet |