

Appendix C

Progress on LGA Charter Plus Accreditation – Continuing Professional Development for Councillors

The Framework was updated in 2022 based on feedback from councils on what would help to empower Councillors to work effectively:

Three main Criteria for Chartered Status and Charter Plus:

1. The Council has a clear commitment to Member Development and support
2. The Council has a strategic approach to Member Development
3. Learning and Development is effective in building skills and knowledge

Charter+ Requirements (in progress - areas needing work in red)	Examples of evidence
1.1 - Political and managerial leadership is committed to the development of councillor	<ul style="list-style-type: none"> • Signed commitment to achieving the charter • Councillors are included in any Investors in People (IiP) Award questioning process • Strategies are in place to support councillor development • Cross-party councillor development group showing active involvement of councillors in the learning and development process.
Strategic approach to forward planning of Councillor development- Criteria met	
Clear commitment from top political and managerial leadership to share development opportunities across local government tiers (including with parish and town councils) – Action Area	
1.2 - The council actively promotes democratic participation, publicises the role of councillors as community leaders, and proactively engages with under-represented groups	<ul style="list-style-type: none"> • Local democracy week action plan, programme of activities and review • Youth council • LGA’s Be a Councillor campaign

<p>The council takes action to encourage people to become councillors, particularly from under-represented groups and evaluates the impact and success of the activities – Action Area</p>	<ul style="list-style-type: none"> • Citizenship links with local schools, colleges and universities • Presentations in the community and targeting under-represented groups • Prospective councillor events and materials on roles, responsibilities and next steps • ‘Day in the life of a councillor’.
<p>The council provides information on democratic and electoral processes - Criteria met</p>	
<p>The council builds links with local businesses and employers to promote the role of the councillor – Action Area</p>	
<p>1.3 The council is committed to ensuring equal access to learning and development for all councillors</p>	<ul style="list-style-type: none"> • A range of communication methods e.g. internet / intranet / social media is used to promote development opportunities • Councillors confirm that action is taken to respond to and accommodate diversity of needs • Evidenced flexibility and consideration of the timing of development events
<p>Impact analysis of access is monitored, reviewed and actioned Criteria met</p>	
<p>1.4 The council has designated resource and budget for councillor development which is adequate to meet priority development needs</p>	<ul style="list-style-type: none"> • Officer/s job descriptions • Named officer/s in information distributed to councillors and staff • Councillors are able to name the officer/s • The officer/s are able to demonstrate their understanding of learning and development in a political context • Cross-party councillor development group terms of reference and active involvement of councillors in the learning and development process demonstrated • Information that informs councillors of the existence of the budget • Minutes of meetings that shows councillors’ involvement in setting and monitoring the budget
<p>Councillor development and support staff have their own skills development programme – Action Area</p> <p>The officer/s are involved in regional and national learning networks to support continuing professional development (CPD)- Criteria met</p>	

<p>The budget is properly reviewed, set and prioritised by the cross-party councillor development group – Criteria met</p>	<ul style="list-style-type: none"> • Councillors confirm that the budget is sufficient to meet priority current and future development need
<p>2.1 The council has a Member Development Strategy in place</p>	<ul style="list-style-type: none"> • A strategy is in place • Notes of councillor development meetings showing monitoring and evaluation of the strategy • Councillor development group demonstrates their involvement in formulating the strategy • Overview and scrutiny review of the effectiveness of the strategy • Those involved in formulating the strategy can demonstrate how it links to the corporate/strategic objectives and the rationale behind stated priorities
<p>The cross-party councillor development group leads the evaluation of the strategy and implements improvement – Action Area</p>	
<p>2.2 The council has a structured process for regularly assessing Members' individual learning and development needs based on focused objectives</p>	<ul style="list-style-type: none"> • Councillor role descriptions • Training Needs Analysis • Personal Development Plans • Use of the LGA Political Skills Framework and/or The 21st Century Councillor
<p>All councillors are offered PDPs and more than half of councillors take them up – Action Area</p> <p>Council has a process for individual councillor reviews to reflect on strengths and support progression Action Area</p>	

2.3 The various councillor roles are clearly defined and outline how they contribute to the achievement of community, political and council objectives

Role descriptions are used for the recruitment and selection of candidates and to identify and prioritise development needs – **Action Area**

Role descriptions are used to support succession planning
Action Area

Evidence that councillors are clear about: ◦ the role of partner bodies ◦ the role of other stakeholders ◦ their own role on partner bodies ◦ their own role in relation to other stakeholder bodies – **Criteria met**

- Systems are in place to identify individual development and support needs
- Learning styles and training needs analysis
- Personal Development Plans link to role and corporate objectives
- Councillors are able to describe how learning and development activities have helped them to carry out their role and contribute to the achievement of the council’s objective

2.4 The council has a structured process for assessing current and future leadership and executive team development needs

Leaders, cabinet members and chairs have identified and undertaken development appropriate to their responsible area **Action Area**

A programme to develop the next generation of leaders is in place as part of the council’s approach to succession planning – **Action Area**

- Process in place to identify leadership requirements
- Leadership Development Plans
- 360 Degree Leadership Audits
- Political leadership development programmes e.g. LGA Leadership Academy
- Events that support councillor / officer team building
- Joint events with executive and senior management
- Succession planning strategies
- Community leadership development programmes
- The political leadership can describe actions taken to develop political leadership capacity
- The political and managerial leadership can give examples of how they work together as a team

<p>2.5 There is a corporate Member Learning and Development plan in place</p>	<ul style="list-style-type: none"> • Corporate councillor learning and development plan • The cross-party councillor development task group are able to explain how learning and development activities are prioritised
<p>The plan clearly prioritises learning and development that supports the corporate objective – Criteria met</p>	
<p>3.1 Investment in learning and development is regularly evaluated and improvements implemented</p>	<ul style="list-style-type: none"> • Evaluation strategy is in place and is effective • Analysis of costs and benefits to the council from councillor learning and development Case studies of how learning and development has impacted on individual and corporate performance • Notes of meetings, focus groups, questionnaires or interviews involving councillors evaluating the impact of their development on overall performance • Political and managerial leadership display a good understanding of both the costs and benefits of development activities • Political and managerial leadership can provide examples and evidence of the impact and benefits of councillor development • Written reviews of learning and development activities with recommendations for change • Notes of meetings, reports, personal statements providing examples of improvements to learning activities • Changes to development programmes and a rationale for the changes made Councillors can describe what has been done to improve the development activities • Quality assurance process is in place and is effective
<p>Evaluation strategy is in place to analyse the impact of councillor development activities</p> <p>Some form of impact assessment at the corporate and community level exists and is used to evaluate the impact of development (e.g. feedback from partners is actively sought)</p> <p>Case studies of how learning and development has impacted on individual and corporate performance</p> <p>There are links to an evaluation strategy</p> <p>Evaluation outcomes inform change and drive continuous improvement</p> <p>A quality assurance process is in place Action Area (all above)</p>	

3.2 Learning is shared with other councillors and, where appropriate, with officers and stakeholders to encourage capacity building and a culture of learning across the council and externally

There is an effective process in place for disseminating, sharing and exchanging knowledge and learning – **Action Area**

- Examples of reports, briefing sessions, and information exchange systems used to capture and disseminate learning programmes of joint learning exchanges
- Councillor formal / informal mentoring arrangements
- Hosting case study visits
- Developing councillor champions for topic areas
- Councillors can give examples of how they have supported and learned from the development of others