

## ACTION PLAN

The following actions are derived from South East Employers suggested improvement areas following the Council's recent assessment and sets out the ongoing work to maintain the high level of Councillor Development opportunities available to all councillors.

	<b>Action</b>	<b>Timescale</b>	<b>Source/Reason</b>	<b>Responsibility</b>	<b>Action Taken</b>
1.	To consider the opportunity for wider group membership and enhanced strategic focus.	May 2017	To ensure that the benefits gained from Member Development since councillors election to the Council are captured in the work of the Councillor Development Steering Group.	Councillor Development Steering Group	As of May 2017, the Steering Group membership was increased to seven members.
2.	To review the current Councillor Role Profiles and include a clear reference to the importance of member development.	December 2018	<p>To ensure that the 'Role Profiles' encourage every member to recognise the importance of participating in the Personal Development Planning process as well as recognising the future role of the councillor both in terms of 'professionalisation' and 'community engagement'.</p> <p>[The Assessment Team did not support the idea of training needs being identified at Political Group meetings and fed back to officers on an informal basis. A more rigorous approach was required whereby councillors had to complete a PDP. For example, officers or an external facilitator could co-ordinate meetings with councillors to facilitate the completion of their PDP].</p>	Councillor Development Steering Group and Committee Services	<p>The Steering Group reviewed the Councillor Role Profiles and a clear reference was included to the importance of member development. This is also included in the 'Guide to being a Councillor'.</p> <p>The Steering Group reviewed at its last meeting the PDP responses provided by councillors. The response rate required by SEE of 60% was achieved. The training needs of councillors have been tailored in line with the PDP responses for 2018-19. Key training needs include:</p> <ul style="list-style-type: none"> <li>• Chaining Skills;</li> <li>• Dealing with the Media;</li> <li>• Use of Social Media;</li> <li>• Ongoing Licensing and Planning Committee training.</li> </ul>
3.	To include in the Councillor	2018-19	To ensure that effective	Councillor	The Steering Group has included

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	Development Work Programme links to leadership development courses hosted by the Local Government Association and Leadership Academy.		succession planning and leadership development systems are in place for councillors.	Development Steering Group and Committee Services	in the Councillor Development Work Programme links to leadership development courses hosted by the Local Government Association and Leadership Academy.
4.	To create a feedback form on the loop for those councillors attending external courses and where course materials are available to all councillors.	June 2018	To ensure that learning opportunities are made available to all councillors.	Councillor Development Steering Group and Committee Services	The Steering Group endorsed the creation of a post-course feedback form and is to be uploaded to the new Councillors' Pages that are now hosted on the Council's website, rather than the Intranet. Councillors will be notified about this shortly and asked to send committee services any relevant course materials.
5.	To explore options for increasing councillor attendance levels at training sessions.  A potential suggestion is to provide more bite-sized training sessions prior to committee meetings such as the bite-sized training offered prior to Planning Committee meetings.	December 2017	To ensure that training is available to all councillors thereby encouraging more members to attend who have an increasing number of commitments.	Councillor Development Steering Group and Committee Services	The Steering Group wish to continue arranging training courses for councillors that are relevant to their needs, including bite-sized training prior to Planning Committee and Corporate Governance and Standards Committee meetings. This has proved to be successful in terms of increasing attendance at such training.  The Steering Group would also like to explore options for sharing training with other local authorities and would prove useful especially after the elections in May 2019.
6.	To explore options to monitor the number of councillors viewing	2017-18	To ensure that the webcast of councillor training sessions is a	Councillor Development	The Steering Group explored options with Public-I our webcast

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	<p>training webcasts.</p> <p>To explore options to evaluate councillors' knowledge following viewing training webcasts.</p>		<p>useful alternative means for councillors to access the training information. To also ensure that the training is providing value for money in councillor development.</p> <p>[Modern.gov do provide a system whereby councillors would be issued with a logon to access training webcasts. This would provide a means of monitoring how many and which councillors had viewed a given webcast. This would require an upgrade to our current system at an approx. cost of £1000 per annum.]</p>	Steering Group and Committee Services	<p>provider as to how we could monitor the number of councillors viewing training webcasts. Unfortunately, the costs proved prohibitive.</p> <p>The Steering Group approved the provision of an online learning tool called 'Learning Pool', which provides councillors with the opportunity of accessing core training modules such as:</p> <ul style="list-style-type: none"> <li>• Charing Meetings</li> <li>• Community Leadership</li> <li>• Data Protection</li> <li>• Equality and Diversity</li> <li>• Social Media</li> <li>• Public Speaking Skills</li> <li>• Safeguarding Adults</li> <li>• Safeguarding Children and Young People</li> <li>• Working with the Media</li> <li>• Your Role as a Councillor</li> </ul>
7.	To create a brand and logo for member development.	2018	To ensure that the profile and importance of member development is raised.	Councillor Development Steering Group and Committee Services	The Steering Group agreed that the SEE logo was used on the Councillors' Pages of the website.
8	To consider an application and commitment to the Charter Plus standard.	2019	To demonstrate and build upon the commitment the Council has for the future development of its	Councillor Development Steering Group	The Steering Group will consider the benefits of applying for the Charter Plus assessment next

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			councillors via the standards set by the Charter Plus.	and Committee Services	year.

Further work to be undertaken:

- To obtain councillors' views on the new Councillors' Pages that are now hosted on the Councils website, rather than the Intranet. The pages include access to information on forthcoming training events, links to recent training presentations and other useful information e.g. on data protection, FoI and Local Government Finance.
- To promote the 'Becoming a Councillor' sessions scheduled on 29 October 2018 and 11 February 2019 particularly through the 'beacouncillor.co.uk/guildford' website.
- To create an induction programme for the new councillors elected in May 2019.
- To update the 'Guide to being a Councillor' for the new councillors elected in May 2019.