

GUILDFORD BOROUGH COUNCIL

MEMBER COUNCILLOR DEVELOPMENT POLICY STATEMENT

Guildford is committed to training, development and learning for all of its Councillors. This is demonstrated by the Council's status as an Investor in People and its desire to achieve/retain the South East Employers' Charter for Elected Member Development.

1. Commitment

The Council:-

- (a) recognises that councillors have a key part to play in achieving the Council's aspirations set out in its strategic framework (see Appendix);
- (b) recognises that the participation by councillors in learning and personal development will help them reach their full potential and equip them to contribute fully to the delivery of the Council's strategic objectives;
- (c) fully accepts its responsibility to make resources available to provide training, development and lifelong learning opportunities and acknowledges that the enterprise, initiative and creativity of councillors is crucial to the future development and success of Guildford's services;
- (d) recognises that continued investment and commitment to training, development and lifelong learning are vital to Guildford if quality services are to be provided, maintained and continually improved and for the retention of high calibre councillors;
- (e) requires its responsibility to provide equal access for all councillors to training and development in accordance with equal opportunities legislation and existing policies.

2. Objectives

- (a) Councillors' training and development requirements are those necessary to:-
 - enable individual councillors to carry out their role efficiently and effectively and to gain satisfaction from their work as a councillor;
 - keep councillors up-to-date on new legislation and changing policies;
 - undertake specific duties and responsibilities;
 - assist with the implementation of corporate and service strategies;
 - ensure progression in their role as a councillor;
 - prepare for further roles and responsibilities; and
 - identify and deliver appropriate learning and development opportunities.

- (b) The identification of the training, development and learning needs of individual and groups of Memberscouncillors is vital to the success of any Learning and Development Plan evolving from this Policy.
- (c) All training, development and learning activities provided for Memberscouncillors will be consistent with and support the Human Resources Strategy. The implications for training, development and learning will be recognised in and by future strategic plans and policies.

3. Implementing the Policy: Identifying Priorities

The Council recognises that employee and councillor training and development needs must have equal importance if the Council is to continue to be successful in achieving its business objectives. Nevertheless, certain needs should be prioritised to form part of a Learning and Development Plan. The following are identified as the 'first steps' for councillors:-

- (a) induction training that ensures new councillors are provided with the necessary information and awareness of Guildford's required standards and internal and external workings and relationships;
- (b) training, development and lifelong learning related to continual improvement in the quality and delivery of services and the achievement of identified business objectives;
- (c) skills training in areas that:-
 - enable councillors to carry out their roles and responsibilities more effectively;
 - ~~the Council has identified within its Key Delivery Targets;~~
 - the Council has statutory obligations;
 - are essential to the maintenance and improvement of service standards;
 - are necessary to maintain/increase income;
 - prevent inefficiency or waste;
 - meet changes in legislation;
- (d) communication skills and training to ensure Guildford communicates effectively both internally and with the community and businesses it serves;
- (e) customer care skills and training to ensure Guildford treats customers (internal and external) in a courteous and equitable way;
- (f) training and education in the current and future use of new technology;
- (g) appropriate health and safety training; and
- (h) equalities and diversity training to ensure social inclusion.

4. Resources

(a) The Council will provide a budget for councillors' training, development and learning that enables it to achieve its business objectives, subject to finances and resources being available. In particular, the Council will take into account the following factors:-

- (i) the training, development and learning needs identified by councillors themselves;
- (ii) training, development and learning needs that are essential to improve and progress the agreed policies and strategies of the Council that will help deliver its strategic objectives; and
- (iii) the costs of training, development and learning from such areas as course fees, hire of external training providers, hire of facilities, training materials and travelling and subsistence.

(b) A cross-party Councillors' Development Steering Group has been set up to:

~~“Conduct a self-assessment exercise against the South East Employers' Elected Member Development Charter criteria, developing an action plan for achieving Charter status and overseeing implementation of the action plan and monitoring and advising on the Council's ongoing arrangements for councillor development.”~~

~~“To continue to develop a clear structured Action Plan for councillor development that responds to the fundamental themes that support the vision of the Corporate Plan; Our Borough, Our Economy, Our Infrastructure, Our Environment and Our Society.~~

~~To continue to support councillors in their ongoing development and training needs particularly with the introduction of new governance arrangements taking effect as of 1 January 2016.”~~

The Steering Group reports directly to the ~~Executive Corporate Governance and Standards Committee.~~

(c) The development, co-ordination and responsibility for the monitoring and provision of appropriate ~~Member councillor~~ training and development activities will be carried out by the ~~Head of Legal and Democratic Services Director of Corporate Services and the Head of Human Resources,~~ in consultation with the ~~Members'~~ Steering Group.

Notes:

(1) Learning is defined as the continuous development of an individual's potential.

(2) Underpinning this Policy is Guildford's commitment to:-

(a) the principles of the Investors in People Standard by:-

- making a public commitment to develop all employees and ~~Members~~councillors to achieve its business objectives;

- reviewing regularly the training and development needs of all employees and councillors;
- taking action to train and develop employees on recruitment and throughout their employment or, in the case of councillors, upon being elected and throughout their lifeterm of office as a Councillor at Guildford; and
- evaluating the investment in training, development and learning to assess achievement and improve future effectiveness.

(b) the four essential criteria to achieving the South East Employers Charter for Elected Member Development:-

- There is a clear commitment to councillor development;
- The Council has a strategic approach to councillor development.
- Learning and development is effective in building capacity.
- The Council's processes support councillors in their role as leaders of their local communities.

By signing up to the Policy Statement, we the undersigned demonstrate our clear and continuing commitment to improve and sustain the standards of MemberCouncillor development at Guildford.

Signed: _____
 Leader of the Council and
 Leader of the Conservative Group

Dated: _____

Signed: _____
 Leader of Liberal Democrat Group

Dated: _____

Signed: _____
Leader of the Guildford Greenbelt Group

Dated: _____

Signed: _____
Leader of the Labour Group

Dated: _____

Signed: _____
 Managing Director

Dated: _____

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the Borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Five fundamental themes that support the achievement of our vision:

- **Our Borough** – ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** – improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** – working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** – improving sustainability and protecting our countryside, balancing this with the needs of rural and wider economy
- **Our Society** – believing that every person matters and concentrating on the needs of the less advantaged

Your Council – working to ensure a sustainable financial future to deliver improved and innovative services

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that gives our society value for money, now and for the future.