

## ACTION PLAN

The following actions are derived from South East Employers' suggested improvement areas following the Council's 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>Completed By</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	The membership of the Group was increased by two members in July 2017. The Group now consists of seven members in total.
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	The group will be imminently working towards a new strategy that encourages councillor engagement in the completion of their Personal Development Plan.

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3.	To include in the Councillor Development Work Programme links to leadership development courses hosted by the Local Government Association and Leadership Academy.	2018-19	To ensure that effective succession planning and leadership development systems are in place for councillors.	Councillor Development Steering Group and Committee Services	
4.	To create a feedback form on the loop for those councillors attending external courses and where course materials are available to all councillors.	March 2017	To ensure that learning opportunities are made available to all councillors.	Councillor Development Steering Group and Committee Services	August 2017.
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	We have started to roll out more bite-sized training in relation to Corporate Governance and Standards Committee. We are looking to do the same for the Licensing Committee.
6.	To explore options to monitor the number of councillors viewing training webcasts.  To explore options to evaluate councillors' knowledge following viewing training webcasts.	2017-18	To ensure that the webcast of councillor training sessions is a useful alternative means for councillors to access the training information. To also ensure that the training is providing value for money in councillor development.  [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	Councillor Development Steering Group and Committee Services	The Group decided against the additional expense of £1,000 per annum to upgrade our Public-I system to enable officers to monitor councillors viewing training webcasts.

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			current system at an approx. cost of £1000 per annum.]		
7.	To create a brand and logo for member development.	2017-18	To ensure that the profile and importance of member development is raised.	Councillor Development Steering Group and Committee Services	Outstanding
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 councillors via the standards set by the Charter Plus.	Councillor Development Steering Group and Committee Services	Outstanding