

ACTION PLAN

The following actions are derived from South East Employers suggested improvement areas following the Council's assessment in January 2020 and sets out the ongoing work to maintain the high level of Councillor Development opportunities available to all councillors.

	Action	Timescale	Source/Reason	Responsibility	Action Taken/To Be Taken
1.	The Elected Member Development Group (EMDG) to develop its role so it is strategically focussed to deliver support and development to Councillors E.G. The EMDG has a key role in identifying the member development priorities arising from the Council's new Corporate Plan and its transformation programme 'Future Guildford'.	December 2020	To ensure that the new corporate priorities are reflected in the member development priorities arising from the Council's new Corporate Plan.	Councillor Development Steering Group	Awaiting confirmation as to when the new Corporate Priorities and Corporate Plan will be published.
2.	Consider how the 'Be A Councillor' events can be strategically aligned to the political group selection processes.	May 2023	To ensure that the 'Be a Councillor' events are scheduled after the political parties have agreed on their nominated candidates.	Councillor Development Steering Group and Committee Services	Contact with local parties nearer the time
3.	The Elected Member Development Group to lead on the refresh of the Councillor Development Policy that should be linked to the Corporate Plan and Priorities of the Council.	December 2020	To ensure that the Councillor Development Policy reflects the new Corporate Plan and Priorities of the Council.	Councillor Development Steering Group and Committee Services	The new Corporate Plan is unlikely to be finalised until 2021. The Councillor Development Policy will be refreshed at this time.

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4.	The Elected Member Development Group should identify opportunities for collaborative development with other Local Authorities across Surrey e.g. in respect of climate change/strategy.	Ongoing	To ensure that collaborative learning opportunities are made available to councillors.	Councillor Development Steering Group and Committee Services	The Steering Group are currently reviewing how we can better engage collaboratively on member training opportunities with other Surrey councils particularly Waverley Borough Council.
5.	Consideration should be given to the development of e learning resources and a new e learning provider.	Ongoing	To ensure that learning opportunities are made available to councillors.	Councillor Development Steering Group and Committee Services	Since Covid-19, virtual online training is now being provided by a host of training providers and has become the 'new normal'. The LGA also provide online training links which is currently listed on the Councillors' section of the website.
6.	Continue to take proactive steps to take forward a 'paperless Council' and ensure appropriate IT support for Councillors.	Ongoing	To promote a more ecologically minded Council and equip Councillors with the IT skills and support required to participate in virtual meetings.	Councillor Development Steering Group and Committee Services	All Councillors have the Mod.Gov App downloaded onto their laptops which gives them online access to all agendas and relevant committee papers. Councillors have also received training on how to participate in virtual meetings via MS Teams and how to toggle between their online papers and the meeting itself.

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7.	Further develop the support and development of all Councillors so that they further develop an understanding of the Planning process	Ongoing	To ensure that councillors are fully up to speed with the legislation and policies relevant to their role on the Planning Committee.	Councillor Development Steering Group and Committee Services	Bi-monthly online training will be arranged shortly on a range of topics pertinent to planning.
8	Consider an application for the Charter Plus Standard as the Council has already met most of the elements of the standard.	May 2023	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	The Steering Group will consider the benefits of applying for the Charter Plus assessment in due course.

Assessors comments:

- The Assessment Team were highly impressed with the evidence the Council had presented in advance of the assessment and this was verified by the Assessment Team during the interviews conducted on the Assessment Day.
- There was clear evidence of adaptability, progress and innovation since the Assessment Team last recommended the award of the Member Development Charter to Guildford in November 2016.