

# The Member Development Charter Plus

Self-assessment template

Produced in conjunction with the following organisations



# Member Development Charter Plus

This template aims to help councils that sign up to aspire to the principles of the Charter Plus for member development. It provides a guide for self-assessment and for drawing up an action plan to achieve the required award. Councils wanting to use their own action planning format should do so.

Whichever style of action plan is used it should identify:

- future planned action
- when action is expected to be completed
- who is responsible for the action
- who is responsible for monitoring implementation of the action plan.

Councils may find it useful to have a team of people responsible for pulling the action plan together, such as the all party member development group, with officer support.

Those responsible for drawing up the action plan should look at each point on the guidelines and 'What this means in practice' section and ask:

1. What evidence do we have that suggests we are following good practice?
2. What action do we need to take, if any, to follow good practice or continuously improve? (Taking account of any resource implications and constraints)
3. When will this action be taken by?
4. Who will be responsible for the action?

A named person should be identified as being responsible for monitoring the action plan.

# Member Development Charter Plus self-assessment template

## Criterion 1. There is a clear commitment to councillor development and support

	Elements	Requirements for Charter Plus	Evidence	Action	By when	By whom
1.1	<b>Political and managerial leadership is committed to the development of councillors</b>	<ul style="list-style-type: none"> <li>• Clear commitment from political and managerial leadership to share development opportunities across local government tiers (including with parish and town councils)</li> <li>• Of a strategic approach to forward planning of councillor development</li> </ul>				
1.2	<b>The council actively encourages citizenship and publicises the role of councillors as community leaders as part of promoting local democracy so as to encourage under-represented groups to become a councillor</b>	<ul style="list-style-type: none"> <li>• The council takes action to encourage people to become councillors, particularly from under-represented groups and evaluates the impact and success of the activities</li> <li>• The council provides information on the electoral process</li> <li>• The council builds links with local businesses and employers to promote the role of the councillor</li> </ul>				

**Criterion 1. There is a clear commitment to councillor development and support**

	Elements	Requirements for Charter Plus	Evidence	Action	By when	By whom
1.3	<b>The council is committed to ensuring equal access to learning and development for all councillors</b>	<ul style="list-style-type: none"> <li>Impact of analysis of access is monitored, reviewed and actioned</li> </ul>				
1.4	<b>The council has a designated budget for councillor development which is adequate to meet priority development needs</b>	<ul style="list-style-type: none"> <li>The budget is properly reviewed, set and prioritised by the cross party councillor development task group</li> </ul>				
1.5	<b>Designated officer/s of the council have responsibility for coordinating councillor development</b>	<ul style="list-style-type: none"> <li>Councillor development and support staff have their own skills development programme</li> <li>Councillor development and support staff are involved in regional and national learning networks to support CPD</li> </ul>				

## Criterion 2. The Council has a strategic approach to councillor development

	Elements	Requirements for Charter Plus	Evidence	Action	By when	By whom
2.1	<b>The council has a councillor development strategy in place</b>	<ul style="list-style-type: none"> <li>The cross party member development task group leads the evaluation of the strategy and implements improvements</li> </ul>				
2.2	<b>The council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives</b>	<ul style="list-style-type: none"> <li>All councillors are offered PDPs and more than half of councillors take them up</li> <li>Council has a process for individual councillor reviews to reflect on strengths and support progression</li> </ul>				
2.3	<b>The various councillor roles are clearly defined and outline how they contribute to the achievement of community, political and council objectives</b>	<ul style="list-style-type: none"> <li>Role descriptions are used for the recruitment and selection of candidates and to identify and prioritise development needs</li> <li>Role descriptions are used to support succession planning</li> <li>Evidence that councillors are clear about:                             <ul style="list-style-type: none"> <li>the role of partner bodies</li> <li>the role of other stakeholders</li> <li>their own role on partner bodies</li> <li>their own role in relation to other stakeholder bodies</li> </ul> </li> </ul>				

## Criterion 2. The Council has a strategic approach to councillor development

	Elements	Requirements for Charter Plus	Evidence	Action	By when	By whom
2.4.	<b>The council has a structured process for assessing current and future leadership and executive team development needs</b>	<ul style="list-style-type: none"> <li>Leaders, cabinet members and chairs have identified and undertaken development appropriate to their responsible area</li> <li>A programme to develop the next generation of leaders is in place as part of the councils approach to succession planning</li> </ul>				
2.5	<b>There is a corporate councillor development plan in place</b>	<ul style="list-style-type: none"> <li>The councillor development plan clearly prioritises learning and development that supports the corporate objectives</li> </ul>				

### Criterion 3. Learning and development is effective in building capacity

	Elements	Requirements for Charter Plus	Evidence	Action	By when	By whom
3.1	<b>Investment in learning and development is regularly evaluated in terms of the cost benefit and impact</b>	<ul style="list-style-type: none"> <li>• Evaluation strategy is in place to analyse the impact of councillor development activities</li> <li>• Some form of impact assessment at the corporate and community level exists and is used to evaluate the impact of development (eg feedback from partners is actively sought)</li> <li>• Case studies of how learning and development has impacted on individual and corporate performance</li> </ul>				
3.2	<b>Learning is shared with other councillors and where appropriate, with officers and stakeholders to encourage capacity building in the council and a learning organisation culture</b>	<ul style="list-style-type: none"> <li>• There is an effective process in place for disseminating, sharing and exchanging knowledge and learning</li> </ul>				



### Criterion 3. Learning and development is effective in building capacity

	Elements	Requirements for Charter Plus	Evidence	Action	By when	By whom
3.3	<b>The council demonstrates a commitment to an effective councillor learning and development programme by implementing improvements to learning and development activities as they are identified</b>	<ul style="list-style-type: none"> <li>• There are links to an evaluation strategy</li> <li>• Evaluation outcomes inform change and drive continuous improvement</li> <li>• A quality assurance process is in place</li> </ul>				



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