WAVERLEY BOROUGH COUNCIL MEMBER DEVELOPMENT POLICY 2009/10

Waverley Borough Council is committed to supporting local Councillors in carrying out their roles as democratically elected representatives of the community and recognises the need to provide appropriate training, development and learning opportunities which meet both individual and corporate needs.

The Council has implemented a Member-led approach to learning and development with representatives from all political groups invited to participate in the planning, delivery and evaluation of Member Development activities. Members are encouraged to identify their own development needs through a training needs analysis and participate fully in training and development events.

1.   **Objectives of Member Development**

1.1   The Council is committed to ensuring the delivery of high quality services and Members are integral to achieving the Council's mission and the Council's strategic objectives. Therefore, the key objectives of Members' training and development are to:

- Ensure that there is a planned and structured approach to Member training and Development
- Ensure that training and development opportunities are accessible to all Members and that new ways of providing such opportunities are sought and implemented
- Ensure that Members have the skills to carry out their roles efficiently and effectively
- Provide support to Members in developing their roles as ward representatives and as community leaders
- Enable Members to undertake specific duties and responsibilities through offering training and development opportunities specific to their needs
- Keep Members up to date on new legislation and changing policies
- Adequately resource Member training and development activities within available budgets
- Encourage Members to identify their own development needs and participate fully in training and development activities

2. <u>Purpose and Scope of the Policy</u>

2.1 This Policy aims to ensure that the resources available for Member development are effectively used and that emerging needs both for individuals and across the board are identified and addressed. Most Members have experienced development through their participation as individuals or via groups in briefings sessions, conferences and seminars.

2.2 This policy applies to all Members. It also applies to co-opted members who will be included in role specific development opportunities to enable them to fulfil their role. This policy supports the principles of the South East Charter for Elected Member Development

3. <u>Key Principles</u>

3.1 <u>Equality of Access and Opportunities</u>

3.1.1 The Council recognises its responsibility to offer equality of access to learning and development for all Members. In practice this means making sure that there are no physical, social, religious or cultural barriers to Members who want to participate in development opportunities, including those with family and work responsibilities, and using a range of methods to meet learning needs.

3.1.2 All Members will have the opportunity to participate or make a request for specific training regardless of their physical circumstances, ethnicity, race, gender, sexuality age or religion.

3.1.3 Information about any training and development events will be appropriately advertised in advance on the Members Zone and there is a training request form available on the Members Zone for those Members who wish to attend external events.

3.2 <u>Identification of Training and Development needs</u>

All Members will be involved in a survey to be carried out annually to identify their views on training provided, their background knowledge and areas for development.

3.2.1 Training and development needs will be identified at a number of levels

Individual

- An individual training needs analysis questionnaire will be issued to each elected member on an annual basis (every May).

- Every Member will have an opportunity to discuss their training and development needs on a one to one basis if desired with their Group Leader or the Head of Democratic Services.

- The Council will look at others ways to deliver Personal Development Plans, or something similar, to deliver individual specific training over a period of a year.

Role specific

- Each elected member role will have a role description and person specification which is made available in the Members Handbook and Members Zone.

Corporate

- Officers will identify training of a corporate nature and an evening every month has been reserved in the calendar of meetings to hold briefings on these matters.

3.3 Training and Development Plans

3.3.1 To ensure that the maximum is achieved for the investment, training activity needs to be carefully planned. To do this an annual Member training plan will be drawn up.

3.3.2 The purpose of the plan is to:

- Establish clear priorities for training and development
- Enable identified needs to be prioritised
- Identify appropriate development methods
- Identify resources needed to deliver the plan and any resource gaps
- To ensure transparency and equity
- Provide a framework for evaluation
- Ensure the best use is made from training budgets and other resources

3.3.3 The Member Development SIG will draw up the Members Training Plan in preparation for adoption by September 2009

3.4 Delivery of Training and Development Activities

3.4.1 A flexible approach to the delivery of training and development will be adopted to make full use of the different training and development methods available and meet the needs of all members.

3.4.2 When appropriate, joint Member and officer training and development activities will be encouraged.

3.5 Access to Training and Development Opportunities

3.5.1 All Elected Members will have the opportunity to benefit from training and development opportunities, regardless of race, colour, national ethnic or social origin, gender, sexuality, sexual orientation, religion, age, disability or political or other personal beliefs.

3.5.2 All Elected Members will have equal access to information relating to training and development opportunities

3.5.3 All Elected Members will have equal access to participation in training and development opportunities, subject to their personal needs, taking into account those with work or family commitments, and the needs of their roles and responsibilities throughout their election to the Council.

3.5.4 All training and development provisions will conform to the Council's equal opportunities policies and practices.

3.5.5 Resources for training and development will be shared equitably across all categories of members.

3.6   Training and Development Records

3.6.1 It is the responsibility of Democratic Services to update Member training and development records.

4.   Resources to Support Elected Member Training and Development

4.1   The Head of Democratic Services has overall responsibility for Member development and is supported in this by Democratic Services and the Personnel Section.   Other Officers also provide valuable support through the provision of in-house training sessions.   The Member Development SIG leads on development issues for Members.

4.2   Financial Resources (£14,000 in 2009/10) have been allocated to fund Member training and development. . This budget will be prioritised to cover priority needs.

4.3   The Council has invested in the provision of PC's and appropriate training in the use of these will be provided to Members on request. IT support is provided by a member of the IT helpdesk.

4.4   An intranet library of training resources will be developed, in addition to the library of web cast events.

4.5   The Elected Member development budget will be reviewed by the Member Development SIG.

5.   Roles and Responsibilities in Elected Member Development

5.1   Role of the Member Development SIG

5.1.1 The role of the Member Development SIG is:
   - To meet at least four times per year on dates to be mutually agreed by the Chairman.
   - To lead on member development activities/needs and ongoing arrangements for member development;

- To champion member development for Waverley Borough Council;
- To establish an action plan for achieving Charter Status and make recommendations to the Executive;
- To oversee implementation of the action plan and to monitor and advise on the Council's ongoing arrangements for Member Development;
- To prepare and submit an annual training programme to the Executive having taken account of the outcome of an annual member development survey and reviewing events held;
- To analyse Member Development needs at a corporate and individual level in the context of the Council's Plan for the future; and
- To help 'sell' development opportunities to Members.

5.2 Group Leaders

The role of Group Leaders is to pledge commitment to learning and development for Elected Members from all political parties and to sign up to the Elected Member Development Policy. Groups are asked to assist their members in informal ways, e.g. mentoring of junior members by more senior members and to encourage the use of the one to one interviews and attendance at training sessions.

5.3 Head of Democratic Services

The Head of Democratic Services, and the Democratic Services Team is responsible for:
- Providing support to the Member Development SIG and Portfolio Holder for Member Development.
- Organising, and in some cases providing, learning and development as identified
- Maintaining Member personal development records.
- Promoting Training and Development events
- Keeping an up to date Learning Library for Members and encouraging feedback from externally lead events

5.4 Strategic Directors/Heads of Services

Strategic Directors and Head of Services are responsible for
- Identifying service specific training and development areas
- Notifying Democratic Services to ensure inclusion of events in the Member Development Training Programme and adequate promotion of such events.

5.5 Individual Members

Members are responsible for
- Identifying their learning and development needs
- Seeking opportunities to improve their effectiveness and increase their potential.

- Attending training and development activities
- Sharing their knowledge and skills with their peers.

6. **Implementing the Policy**

This policy is intended to be a common framework for the provision of all Member training and development.

7. **Evaluation and Review of the Policy**

7.1 In order to review and adequately evaluate the policy, the Member Development SIG will receive an annual report on Member satisfaction with training and development opportunities. The Council will ensure that investment in learning and development is evaluated in terms of benefits and impacts including, particularly, the Corporate Plan priority, Value for Money.

7.2 The Council is committed to continuous improvement and shall make adjustments and improvements to development activities. Development resources, activities and processes will be regularly monitored by Members and officers to ensure effectiveness.

7.3 All Member development activities will be evaluated. The in house system used by staff to evaluate their training will be further developed to cover Member training activities. This will allow for electronic records and feedback forms, and will monitor the use of the resources available.

7.4 The Member Development SIG, lead by the Portfolio Holder for Member Development, will review this Policy a year from its adoption.

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