

Councillor Development Charter

Self- Assessment Evidence Matrix

Use this self-assessment evidence matrix to detail how you meet the requirements (either for Charter or Charter and Charter Plus). Use the evidence column to outline the documents and activities that support your assessment and give some additional detail if needed.

Criterion 1 – There is a clear commitment to councillor development and support				
	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
1.1	Political and managerial leadership is committed to the development of councillors	<ul style="list-style-type: none"> • Clear commitment from the top political and managerial leadership • Cross-party councillor development group that meets regularly • Clear councillor development strategy which is embedded into practice and regularly reviewed • Named councillor/s and officer/s responsible for councillor development 	<ul style="list-style-type: none"> • Clear commitment from top political and managerial leadership to share development opportunities across local government tiers (including with parish and town councils) • Strategic approach to forward planning of councillor development 	
1.2	The council actively promotes democratic participation, publicises the role of councillors as	<ul style="list-style-type: none"> • The council holds a range of activities and events to encourage people to become councillors 	<ul style="list-style-type: none"> • The council takes action to encourage people to become councillors, particularly from underrepresented groups and evaluates the impact and success of the activities 	

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

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
	community leaders, and proactively engages with underrepresented groups		<ul style="list-style-type: none"> The council provides information on democratic and electoral processes The council builds links with local businesses and employers to promote the role of the councillor 	
1.3	The council is committed to ensuring equal access to learning and development for all councillors	<ul style="list-style-type: none"> Statistical analysis of cultural and personal circumstances Timing of councillor development takes account of cultural and personal circumstances All councillors have equal access to development The development programme includes a range of delivery methods to meet different learning styles Councillors are regularly updated on councillor development activities Access to existing and/or necessary new learning continues in challenging times or disruption to 	<ul style="list-style-type: none"> Impact analysis of access is monitored, reviewed and actioned 	

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

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
		business as usual		
1.4	The council has designated resource and budget for councillor development which is adequate to meet priority development needs	<ul style="list-style-type: none"> • Appropriate and adequate officer resources are in place to support councillor development • Budget is explicit and clearly identified and monitored • Budget reports 	<ul style="list-style-type: none"> • Councillor development and support staff have their own skills development programme • The officer/s are involved in regional and national learning networks to support continuing professional development (CPD) • The budget is properly reviewed, set and prioritised by the cross-party councillor development group 	

Criterion 2 – The council has a strategic approach to councillor development

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
2.1	The council has councillor development strategy in place	<ul style="list-style-type: none"> • The strategy is developed and monitored by the cross-party councillor development group • Strategy identifies priority development needs and makes stated and clear links with council's corporate/strategic objectives as well as risk management processes for challenging times or disruption to business as usual • The strategy is regularly reviewed (at least once every three years) by the cross-party councillor development group • The strategy includes an induction process that is evaluated after each 	<ul style="list-style-type: none"> • The cross-party councillor development group leads the evaluation of the strategy and implements improvements 	

Criterion 2 – The council has a strategic approach to councillor development

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
		election		
2.2	The council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives	<ul style="list-style-type: none"> A process exists to identify individual development needs in the form of a Training Needs Analysis (TNA) or Personal Development Plans (PDP) and is working effectively The council is able to quickly to assess any new and different needs in challenging times or disruption to business as usual, and be able to offer any new learning and development needed 	<ul style="list-style-type: none"> All councillors are offered PDPs and more than half of councillors take them up Council has a process for individual councillor reviews to reflect on strengths and support progression 	
2.3	The various councillor roles are clearly defined and outline how they contribute to the achievement of community, political and council objectives	<ul style="list-style-type: none"> Councillors demonstrate an understanding of the skills and knowledge required in their ward and council wide roles Councillor role descriptions exist and are maintained for all 	<ul style="list-style-type: none"> Role descriptions are used for the recruitment and selection of candidates and to identify and prioritise development needs Role descriptions are used to support succession planning Evidence that councillors are clear about: <ul style="list-style-type: none"> the role of 	

Criterion 2 – The council has a strategic approach to councillor development

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
		<p>key roles including the ward councillor</p> <ul style="list-style-type: none"> Councillors are clear about what the council is trying to achieve and the key role they play in this as councillors 	<p>partner bodies ◦ the role of other stakeholders ◦ their own role on partner bodies ◦ their own role in relation to other stakeholder bodies</p>	
2.4	<p>The council has a structured process for assessing current and future leadership and executive team development needs</p>	<ul style="list-style-type: none"> Structured process to assess current and future leadership development needs This takes into account corporate risk management planning for any challenging times or disruption to business as usual A development plan is in place that supports the top political and management teams in learning about each other and working effectively together Leadership development is used to support future 	<ul style="list-style-type: none"> Leaders, cabinet members and chairs have identified and undertaken development appropriate to their responsible area A programme to develop the next generation of leaders is in place as part of the council's approach to succession planning 	

Criterion 2 – The council has a strategic approach to councillor development

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
		succession planning		
2.5	There is a corporate councillor learning and development plan in place	<ul style="list-style-type: none"> The plan links to council’s corporate objectives and the development of councillors The plan includes individuals, committees and political leadership needs 	<ul style="list-style-type: none"> The plan clearly prioritises learning and development that supports the corporate objectives 	

Criterion 3 – Learning and development is effective in building skills and knowledge

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
3.1	Investment in learning and development is regularly evaluated and improvements implemented	<ul style="list-style-type: none"> • Evaluation strategy is in place to analyse the cost and benefits of councillor development • Evaluation and improvement processes take into account corporate risk management and reviews taken during/after any times of in challenging times or disruption to business as usual • Political and managerial leadership display a good understanding of both the costs and benefits of development activities • Councillors can describe why they did certain activities, what they learnt and what difference it has made to them carrying out their 	<ul style="list-style-type: none"> • Evaluation strategy is in place to analyse the impact of councillor development activities • Some form of impact assessment at the corporate and community level exists and is used to evaluate the impact of development (e.g. feedback from partners is actively sought) • Case studies of how learning and development has impacted on individual and corporate performance • There are links to an evaluation strategy • Evaluation outcomes inform change and drive continuous improvement • A quality assurance process is in place 	

Criterion 3 – Learning and development is effective in building skills and knowledge

	Elements	Requirements for Charter	Requirements for Charter Plus	Evidence
		various roles • Continuous improvement in the approach to developing councillors is identified and implemented		
3.2	Learning is shared with other councillors and, where appropriate, with officers and stakeholders to encourage capacity building and a culture of learning across the council and externally	• Knowledge and learning are shared with councillors’ peers, officers and others as with other councils and organisations and particularly in challenging times or disruption to business as usual	• There is an effective process in place for disseminating, sharing and exchanging knowledge and learning	