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To: County Council – 29 March 2012

Subject: Member Development Policy

Summary: The County Council is invited to approve the updated Member Development Policy for incorporation in the County Council's Constitution.

Introduction

(1) In December 2008, Kent County Council committed to the South East Employers' (SEE) Member Development Charter. In September 2010, the Charter was awarded to Kent County Council and a commitment made to the Charter Plus for early in 2011.

Member Development Steering Group: Member Development

(2) Preparation for the Member Development Charter Plus was overseen by the cross-party Member Development Steering Group, chaired by Mr Alex King and supported by Mrs Coral Ingleton, Learning and Development Manager and officers in the Democratic Services division.

(3) The Member Development Steering Group consists of Member Champions and continues to have the role of keeping Members of their political groups involved, engaged and committed to the process.

(4) A self-assessment improvement plan was agreed and put in place by the Group, following feedback from the SEE Assessment Panel. This improvement plan became the strategy designed to enable the County Council to continue to hold the Charter status. As an initial step to securing and maintaining Charter Plus status, the Member Development Group drafted an updated Member Development Policy for approval by the Selection and Member Services Committee.

(5) All Members will now be aware that, on 21 September, 2011, Kent County Council was awarded the Charter Plus based on the implementation of the key strategies underpinned in this draft Member Development Policy. KCC is the first County Council to achieve Charter Plus and only the second local authority in the South-East region to do so. This is a tremendous achievement for the officer team and all Members.

(6) A copy of the draft updated Member Development Policy is attached at **Appendix 1**, which includes a number of changes requested by the Selection and Member Services Committee arising from its meeting on 18 November 2011. The Member Development Group's Terms of Reference are attached at **Appendix 2**.

Recommendation

(7) The County Council is invited to approve the draft updated Member Development Policy for incorporation in the Constitution.

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KENT COUNTY COUNCIL
MEMBER DEVELOPMENT POLICY



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INTRODUCTION

This Policy is a key part of our commitment to providing development opportunities for elected Members to enable them to fulfil their role(s) effectively, now and in the future.

To demonstrate this commitment we have achieved the South East Charter for Elected Member Development and also attained the Charter Plus in September 2011.

This Policy has been developed by the cross-party Member Development Steering Group on Member Development as part of our action plan to continue with the charter and maintain the Charter Plus status.

PRINCIPLES/STANDARDS

The Council is committed to:

- Continue to develop elected Members to assist them fulfil their responsibilities to the local community, provide clear leadership and contribute to the achievement of the Council's aims and objectives.
- Ensuring equality of opportunity and access to training and development for all Members.
- Performance assessment of Members through an annual review of activity, ongoing development needs analysis and annual personal development planning meetings
- Ensuring adequate resources are available to meet Members' knowledge, training and development requirements.
- Working with partners to develop and deliver training for Members.
- Using varied and innovative methods of delivering training and development that make the best use of technology and meet the individual needs of Members.
- Defining general and specific mandatory training and development requirements relating to the roles of Members.
- Evaluating the impact and added value of training and development activity at an individual and organisational level.

PURPOSE OF ELECTED MEMBER DEVELOPMENT

The purpose of elected Member development is to ensure all Members have the knowledge, skills and behaviours they need to undertake their various roles effectively.

We will achieve this through a programme that:

- Develops Members' knowledge and awareness of local and national issues and legislation
- Develops Members' skills and behaviours across a range of areas, including personal development; leadership, political and communication skills, **research skills**, **ICT skills** and in particular in relation to the increasingly involved local representative role, i.e. as a member of partnership bodies, including Locality Boards, etc

- Provides opportunities to network with each other, other local authorities and partners
- Provides opportunities to learn from innovative training and development both from across the UK and overseas
- Provides internal and external mentoring support
- Provide Members and partners with the opportunity to develop the skills necessary for effective partnership working and exploring the opportunity of targeted local service delivery
- Provide Members with the skills for the holding to account of decision makers across all sectors in the locality they represent

INDUCTION

A comprehensive induction programme will be provided for all Members following County Council elections and by-elections. The programme will be developed in conjunction with the Member Development Steering Group and include:

- Knowledge based learning
- Skill based learning
- Community issues including leadership, planning and public engagement
- Regulatory functions
- Overview and Scrutiny
- Decision making
- Ethical standards
- The Personalisation agenda
- How to deliver tailored services more effectively working in partnership across a locality.
- Individual induction to all new Members who join the County Council, or change roles at any other time.
- Officer and Member Mentors offered to support all County Councillors who have been elected for the first time

MANAGEMENT

Each political group will be invited to nominate a Member to be the 'Member Development Champion' for the group and a member of the Member Development Steering Group. The Council will nominate officers as members of the IMG Steering Group.

Reporting to the Selection and Member Services Committee, the Member Development Steering Group will have responsibility for approving the annual development programme and providing a steer for future requirements. In addition, the Steering Group is able to seek the support and guidance of the Independent Remuneration Panel in relation to the completion and review of Members' Annual Reports

EVALUATION

All training and development events for Members will be evaluated through individual feedback, achievement of planned outcomes and the overall contribution to the achievement of the Council's aims and objectives and those of our partners.

Regular reports will be presented to the Member Development Steering Group to inform future planning of programmes and events. This report will form part of the annual Report to the Selection and Member Services Committee.

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Members Development Steering Group

Terms of Reference

1. To champion and promote the development of all Members.
2. To agree the Members' annual Learning and Development Plan, including induction programmes in appropriate years, working in partnership with other local authorities and public, private and voluntary bodies.
3. To monitor and evaluate the Member Development Policy on an annual basis.
4. To support and encourage Members in maintaining the Charter and Charter Plus for Member Development and Investors in People.
5. To report to the Selection and Member Services Committee on progress of Member development on an annual basis.