Councillor Development Charter and Charter Plus Self-Assessment Template

Criterion 1 - There is a clear commitment to councillor development and support.						
Elements	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
1.1 Political and managerial leadership is committed to the development of councillors	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	Clear commitment from the 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 community leaders, and proactively engages with underrepresented groups.	The council holds a range of activities and events to encourage people to become councillors	The council takes action to encourage people to become councillors, particularly from underrepresented groups and evaluates the impact and success of the activities. • The council provides information on democratic and electoral processes.				

Element	Requirements for Charter	Requirements for Charter+	Evidence	Action	By whom	By when
		• 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	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 business as usual.	Impact analysis of access is monitored, reviewed and actioned				

Element	Requirements for Charter	Requirements for Charter+	Evidence	Action	By whom	By when
1.4 The council has designated resource and budget for councillor development which is adequate to meet priority development needs	Appropriate and adequate officer resources are in place to support councillor development • Budget is explicit and clearly identified and monitored • Budget reports	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+**	**Evidence**	**Action**	**By whom**	**By when**
2.1 The council has councillor development strategy in place	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	The cross-party councillor development group leads the evaluation of the strategy and implements improvements				

	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 election					

Element	Requirements for Charter	Requirements for Charter+	Evidence	Action	By whom	By when
2.2 The council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives	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	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				

Element	Requirements for Charter	Requirements for Charter +	Evidence	Action	By whom	By when
	any new learning and development needed.					
2.3 The various councillor roles are clearly defined and outline how they contribute to the achievement of community, political and council objectives	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 key roles including the ward councillor. • Councillors are clear about what the council is trying to achieve and the key role they play in this as councillors	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: ◦ the role of partner bodies ◦ the role of other stakeholders ◦ their own role on partner bodies ◦ their own role in relation to other stakeholder bodies				
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
2.4 The council has a structured process for assessing current and future leadership and executive team development needs	Structured process to assess current and future leadership development needs. • This takes into account corporate risk management planning for any challenging times or	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				

			Evidence	Action	By whom	By when
	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 succession planning	council's approach to succession planning				
2.5 There is a corporate councillor learning and development plan in place	The plan links to council's corporate objectives and the development of councillors. • The plan includes individuals, committees and political leadership needs	The plan clearly prioritises learning and development that supports the corporate objectives				

Criterion 3 - Learning and development is effective in building skills and knowledge						
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
3.1 Investment in learning and development is regularly evaluated and improvements implemented	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	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				

			Evidence	Action	By whom	By when
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 various roles. • Continuous improvement in the approach to developing councillors is identified and implemented.	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					
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
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				