

Appx 5 - Update on the Charter Plus Action Plan 2018 - Assessors' suggested improvement areas

The following were identified by the assessors as areas that the council should work on over the next three years. They will act as a focus for the direction of travel to take forward Member Development and will compliment other initiatives and approaches led by the council.

The Member Development Steering Group

- The Member Development Steering Group to focus on “maintaining momentum” and increasing councillor engagement in member development through participation at events and workshops and through a review of PDPs mid-term and to set new individual development priorities for councillors. The council should continue to work towards a target of 60-70% participation in the PDP process.
- The Member Development Steering Group to have a more proactive focus on evaluation of member development and identifying the impact of member development both internally and externally. This should complement the introduction of the evaluation IOS App that is been launched.
- The Member Development Steering Group should continue to draw together examples of best practice in member development across the council and other Boroughs and partner organisations. This can be drawn externally from network meetings, leadership development activities and pan London forums. Identified good practice should be utilised to support improvement to the member development offer across the council.

Desired Outcome	Key activities	Suggestions	Target Date	ORG	Owner
PDP mid-term renew – June 2020	<ul style="list-style-type: none"> • Raise the target to 60-70% participation in the PDP process 	<ul style="list-style-type: none"> • Members must have a PDP before we fund any external training; external funding request must be related to PDP. 	June 2020	On target	Michelle
Councillor engagement in member development through participation at events and workshops	<ul style="list-style-type: none"> • Encourage Member attendance at internal learning and development sessions. • Promote internal sessions in member information bulletin. 	<ul style="list-style-type: none"> • Promote sessions in Bulletin well in advance of sessions. • Use text, email alerts to encourage and maximise attendance. 	Ongoing	On target	Michelle / Tom C
	<ul style="list-style-type: none"> • Encourage Member attendance at relevant external learning and development sessions. 	<ul style="list-style-type: none"> • Circulate and promote relevant external training sessions to Councillors, including LGA, London Councils etc. courses. 	Ongoing	On target	Michelle / Tom C
Evaluation of Member Development	<ul style="list-style-type: none"> • Feedback Forms after every member development session 	<ul style="list-style-type: none"> • Feedback forms are sent by email morning after every session. • Monitor response rate to feedback. • Act on feedback from members. • Regular report on feedback to Lead Member and Member Learning and Development steering group. 	Every session	On target	Michelle
Examples of best practice in member development across the council and other Boroughs and partner organisations.	<ul style="list-style-type: none"> • Attending external network meetings 	<ul style="list-style-type: none"> • Active member of London Member Development Network. • Learn from examples of best practice. 	Attend quarterly meetings of the LMDN	On target	Michelle
	<ul style="list-style-type: none"> • Leadership development activities and pan London forums 	<ul style="list-style-type: none"> • Promote development activities and pan London forums to our members. 	Ongoing	On target	Michelle
	<ul style="list-style-type: none"> • Identified and utilise good practice to support improvement to the member development offer across the council 	<ul style="list-style-type: none"> • Active member of London Member Development Network. • Use Charter Plus framework as a model of good practice to support improvement with regular monitoring of improvement to learning and development steering group. 	Quarterly	On target	Tom C

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The Council

- The council should continue to support the strategic approach to leadership development both for Cabinet members and for all councillors as community leaders. Leadership development should continue to support cabinet succession planning.
- The Council should further develop the e-learning resources and begin to introduce and look to develop webinars to respond to the different learning styles of councillors. There is an opportunity to take this forward on a pan London basis or with several partner councils to share and mitigate the development cost.
- The council should consider more effectively differentiating between training and development sessions and more concise member briefings, although both develop knowledge and skills, they have different learning objectives and a different level of commitment is required from councillors participating.
- The council should identify opportunities to further improve formal/informal dialogue and relationships with partner organisations. This may include involving partners as participants on member development workshops where applicable and relevant in order to enhance collaboration.
- There should be the opportunity to focus development in how to work effectively with and influence external organisations. E.g. Transport for London, Thames Water and Government Departments. This will be particularly beneficial in supporting councillors in the wards with case work and in exerting influence through the overview and scrutiny committees and task groups.

Service Area Desired Outcome	Key activities	Suggestions	Target Date	ORG	Owner
LGA Leadership Academy	<ul style="list-style-type: none"> • To enrol all cabinet members, scrutiny and committee chairs on to the LGA Leadership Academy and / or relevant course 	<ul style="list-style-type: none"> • Target at least three members per financial year (two cabinet one committee chair) 	May- April every year	On target	Tom C
Cabinet and Committees Mentoring	<ul style="list-style-type: none"> • All cabinet members, Mayor and Chairs of committees to be allocated a mentor during their first year in position. 	<ul style="list-style-type: none"> • All 2018/2019 cabinet members, the Mayor and Chairs have been offered a mentor through the LGA mentoring scheme. • To continue to give new chairs this opportunity. 	Every year	On target	Tom C
Data and Information Security – Mandatory E-learning	<ul style="list-style-type: none"> • All Members to be set up to access the internal course same as staff 	<ul style="list-style-type: none"> • Data Governance team are currently updating the system to enable Members to do the course on their devices 	31 October 2019	On target	Michelle
LGA – E-Learning Modules	<ul style="list-style-type: none"> • All Members to register on the LGA website and take advantage of courses available online. 	<ul style="list-style-type: none"> • In order to access the free training modules, councillors need to register to use the system, and receive a user name and password. They can do this by emailing elarning@local.gov.uk • Circulate the LGA Highlighting Political Leadership Quarterly Update 	31 October 2019	On target	Michelle
Webinars	<ul style="list-style-type: none"> • Certain sessions to be made available online 	<ul style="list-style-type: none"> • Remote Member Learning development – Webinars. 	31 October 2019	On target	Michelle
Partner organisations	<ul style="list-style-type: none"> • Organise briefings/learning and development sessions with partner organisations 	<ul style="list-style-type: none"> • Identify sessions with cabinet members and members of CMT 	31 October 2019	On target	Michelle
Involving partner Organisations as participants on member development workshops where relevant in order to enhance collaboration.	<ul style="list-style-type: none"> • Liaising with partner organisations such as CVS Brent, Age UK Brent • How to work effectively with and influence external organisations. E.g. Transport for London, Thames Water and Government Departments. 	<ul style="list-style-type: none"> • Member Learning and Development with CVS Brent 	31 October 2019	On target	Michelle