MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2007/08

1   SUMMARY

1.1   Members are invited to give consideration to the proposals for the Member Training and Development Programme for 2007/08. The report also contains details of Member attendance at training courses in 2006/07.

2   MEMBERS ATTENDANCE AT TRAINING SESSIONS 2006/07

2.1   A summary report of Member attendance at training sessions offered by Rochford District Council as part of the training programme adopted by this Committee during the period May 2006 to March 2007 is attached at Appendix 1.

2.2   The Council on 27 June 2006 agreed that all Members of the Development Control Committee (i.e. all Councillors) should attend two planning training sessions totalling four hours in each municipal year, or make alternative training arrangements with officers if unable to attend scheduled sessions. This is also reported in Appendix 1.

2.3   Details of Parish/Town Council attendance are attached at Appendix 2.

2.4   In addition to the opportunities provided by this Council's training programme, which also included two Member Away Days on the budget, some Members have also attended specific external courses. Councillor Cutmore attended the Improvement and Development Agency (IDeA) Leadership Academy Graduate summer school and following this the IDeA have offered an additional 5 free places on the Leadership Academy. Councillor Cottis is attending the IDeA course for young councillors; he has found the course extremely beneficial and would recommend it to any other young councillor. Councillor Livings has attended a good practice seminar on community involvement in scrutiny organised by the Local Government Information Unit.

2.5   The joint training programme with Basildon and Castle Point Councils covering best practice sessions identified through the IDeA skills framework for councillors offered further training opportunities, and additionally some Members responded to a selection of courses offered individually by Basildon and Castle Point Councils.

3   MEMBER TRAINING & DEVELOPMENT QUESTIONNAIRE – REVIEW OF 2006/07

3.1   Based on the 36 responses from District and Parish Councillors and Independent Members of the Standards Committee to the recent questionnaire, the following key points have been made:-

- 22 found the training very useful and 11 useful. Only two respondents thought the programme could be improved with the issues being around course content, presenters and style.

- There is a clear split in opinion about the best location for training courses between holding all courses at the Civic Suite, Rayleigh and finding suitable venues in the Rochford side of the District.

- For those Members who had not been able to attend training sessions, work/family commitments and having already attended similar courses were the most quoted reasons.

- The training offered jointly with Basildon and Castle Point Councils did not result in such a high level of attendance as the Council's own courses.

3.2   The summary of responses to the questionnaire is set out in Appendix 3.

3.3   As requested at a previous meeting, detailed feedback from each specific training course has been placed in a file in the Members' Library.

4   MEMBER TRAINING AND DEVELOPMENT QUESTIONNAIRE – SELF-ASSESSMENT FOR 2007/08

4.1   The questionnaire posed questions relating to the forthcoming year's training, and the following comments were made:-.

- The majority of respondents indicated their preference for training to be interactive, involving for example workshops, role-playing and case studies.

- The majority of respondents continued to prefer the arrangement of holding courses in the afternoon and repeated in the evening.

4.2   Appendix 3 sets out in detail the results of the self-assessment showing the development requests. It is unlikely that all these requests can be met because of the limited space in the timetable.

5   TRAINING AND DEVELOPMENT PROGRAMME 2007/08

5.1   In both 2005/06 and 2006/07 the training programme was devised to be responsive to the CPA Improvement Plan, to take account of the corporate priorities of the Council, and to reflect the IDeA Member Skills Framework.

5.2   In 2007/08 the training programme still needs to be focused on the CPA Improvement Plan and the corporate priorities of the Council. It also needs to take account of Members' self-assessment and suggestions from officers.

5.3   The Council is consulting on the operation of a new decision-making structure, based on an Executive Board system, to be introduced potentially

from May 2007. Training will be necessary on the operation of this new structure. The Council's Communications Strategy requires training to be offered to Members in dealing with the media. The Council's Race Equality and Disability Equality Schemes (agreed in 2006) require equalities training to be included in the induction/refresher training courses to ensure the Council continues to meet its obligations under equalities legislation. The Council's Review Committee, as part of its review of the Planning Enforcement Service, has requested that consideration be given to enforcement training in 2007/08.

5.4   Provision has been made in the Council's draft meetings timetable for the new municipal year for training sessions to be held in three sessions – induction/refresher training in May/June/July, with competency training in October/November and February/March with 19 sessions identified in total.

5.5   There may be circumstances where it is advantageous to both officers and Members to be trained together in joint sessions. These can lead to:-

- better use of resources where the requirements of both groups coincide, such as skills training, understanding new legislation;

- a spin off benefit to participants in understanding the constraints and requirements of Members and officers;

- in the operation of the scrutiny function, for example, better working practices and relationships between officers and Members can be achieved.

5.6   It is proposed to organise the 2007/08 Programme into three strands:-

- Core Information Sessions

- Key Topic Briefings

- Skills Development Courses

5.7   <u>Core Information Sessions</u>

It is proposed that this strand will cover:-

- corporate priorities – induction/refresher programme

- budget process – induction/refresher and competency

- performance management (to build on 2006/07 training) – competency

- ethical framework/code of conduct – induction/refresher

- development control – induction/refresher

- new decision-making structure – induction/refresher.

5.8　Key Topic Briefings

It is proposed that the content of this strand will cover:-

- Local Development Framework – competency

- Planning Enforcement – competency

- Equalities and Diversity – induction/refresher

- ECC Highways Service – competency

- Young Persons agenda/ECC Children's Service – competency

- Older Persons agenda – competency

- Partnerships and Local Area Agreements – competency

- Environmental Management (carbon footprint) – competency

- Gambling Act/Licensing Act updates for new Members on Licensing Committee.

5.9　Skills Development Courses

It is proposed that the content of this strand covers:-

- Questioning skills – competency

- Dealing with difficult situations/people – competency

- Media awareness (advanced) – competency

- Chairmanship skills – to be assessed should new political structures be implemented.

5.10　It may also be necessary to organise some specific training for Appeals Committee Members in homelessness reviews and taxi hearings. The Members of the Review Committee may also identify a need for specific training.

5.11　It is proposed to continue to identify courses as either highly recommended, recommended, or optional.

5.12　At its meeting on 19 October 2006, the Standards Committee asked to see the feedback form used for the training sessions. A copy of the "happy" sheet is attached at Appendix 4, together with a suggested new-look form for use in 2007/08.

5.13   In terms of organisational arrangements for training, most attendees prefer for courses to be held in the afternoon and then repeated in the evening. This can be continued, with courses starting at 1.30 pm and 7.30 pm, but there are occasions when these timings need to be reviewed in order to accommodate training that may need more than a two hour session. Additionally, the costs of using an external trainer can be high if the actual attendance is quite low.

5.14   In terms of the location of training, it is recognised that whilst the Civic Suite at Rayleigh does provide suitable accommodation, this is not particularly convenient for those Members who live in the east of the District. The Freight House at Rochford (both the carriage room and pullman suite) can have issues with acoustics, temperature and lighting. The Castle Point and Rochford College has been used as an alternative with a mixed response. In view of this it is suggested that officers consider utilising other accommodation in Rochford when this could be more appropriate/available. At this stage this could specifically include the Rochford Parish Rooms and Renoufs.

5.15   It is proposed that we continue to offer places on relevant courses to Members from Parish Councils, and also to Members from Basildon and Castle Point Councils on a reciprocal basis.

6   BEST PRACTICE IN MEMBER TRAINING

6.1   Members will be aware from the report to the Standards Committee last April, that there are a number of examples of best practice in member training which are being adopted by some local authorities. These include Member Development Committees, Performance Development Planning, Training and Development Logs, and Ward Visits.

6.2   Last April Members had also felt it was premature to work towards the East of England Charter for Elected Member Development which has been developed in partnership with the IDeA and is based on the North West Employers' Charter. The Charter has a number of objectives as follows:-

- Being fully committed to developing Elected Members in order to achieve the Council's aims and objectives.

- Adopting a member led strategic approach to Elected Member development.

- Having a member learning and development plan in place that clearly identifies the difference development activities will make.

- Seeing that learning and development is effective in building capacity.

- Addressing wider development matters to promote work-life balance and citizenship.

6.3   If the Council is to adopt the Charter, an action plan then has to be developed for implementation, as set out in Appendix 5.

6.4   There is a cost of £2,500 in undertaking to work towards achieving the Charter. Members may wish to re-consider this option.

7   RESOURCE IMPLICATIONS

7.1   In 2006/07 there has been expenditure of £12,600 on the Member training and development programme from the Council's Member Support and Training Budget, and £28,500 from the Capacity Fund.

7.2   In 2007/08 there will be £20,000 available for Member training and support from within the Council's own budgets. Funding from the Capacity Fund will no longer be available.

8   RECOMMENDATION

8.1   It is proposed that the Committee **RESOLVES**

(1)   To consider the summary of Members' attendance at training sessions during the municipal year 2006/07 as set out in paragraph 2.

(2)   To consider the responses from the review of the 2006/07 training and development programme as set out in paragraph 3.

(3)   To agree the proposals for the Member Training and Development Programme for 2007/08 as set out in paragraph 5.

(4)   To consider whether to adopt any of the suggested development options for the forthcoming municipal year set out in paragraph 6 .

Sarah Fowler

Head of Administrative & Member Services

Background Papers:-

None

For further information please contact Sarah Fowler on:-

Tel:-   01702 318135
E-Mail:-   sarah.fowler@rochford.gov.uk

If you would like this report in large print, braille or another language please contact 01702 546366.

APPENDIX 1

MEMBERS' TRAINING ATTENDANCES MAY 2006 – MARCH 2007

MEMBERS	Cttee Chairman/Vice	Planning Sessions	Appeals Committee	Audit Committee	Licensing Committee	Review Committee	HIGHLY RECOMMENDED		RECOMMENDED		OPTIONAL	
							P	A	P	A	P +	A
R A Amner	#	>					9	2	5	0	10	1
Mrs P Aves		>					8	6	5	3	11	7
C I Black		>					8	2	5	0	11	3+
Mrs R Brown	#	>			*	*	11	5	5	4	9	3
Mrs L A Butcher		<		*			9	2	4	1	11	2+
P A Capon	#	`					9	0	5	0	10	1
Mrs T J Capon	#	`					9	0	5	0	10	1
J P Cottis		<		*	*		10	2	4	1	10	1
T G Cutmore	#	>			*		10	8	5	4	9	2+
K A Gibbs ~		`		*	*		10	0	4	1	10	1
Mrs H L A Glynn		`					8	2	5	3	11	3
T E Goodwin		`					8	0	5	0	11	0
K J Gordon	#	<		*		*	11	1	4	0	10	0
J E Grey	#	>	*				10	5	5	3	9	3
Mrs S A Harper		>			*	*	10	6	5	3	10	4
K H Hudson	#	<	*	*	*	*	13	4	4	2	8	0
A J Humphries	#	>			*		10	6	5	2	9	1
C A Hungate	#	<					9	2	5	0	10	0
Mrs L Hungate	#	<					9	1	5	0	10	0
T Livings	#	>	*	*	*	*	13	7	4	3	8	0

KEY

P	**– total number of attendances possible**
A	**– actual number of sessions attended**
~	– Chairman/Vice-Chairman of the Council
#	– Chairman/Vice-Chairman of a Committee/Sub-Committee
*	– Members of the Audit, Appeals, Licensing and Review Committees
+	– The 3 IT Skills training sessions offered in the Summer and Autumn have been shown as 1 possible/actual figure per person for each season
>	– 2 or more Planning sessions attended
<	– 1 Planning session attended
`	– 0 Planning sessions attended

MEMBERS' TRAINING ATTENDANCES MAY 2006 – MARCH 2007

MEMBERS	Cttee Chairman/Vice	Planning Sessions	Appeals Committee	Audit Committee	Licensing Committee	Review Committee	HIGHLY RECOMMENDED		RECOMMENDED		OPTIONAL	
							P	A	P	A	P +	A
C J Lumley		>					8	3	5	2	11	3
Mrs J R Lumley		>		*		*	10	5	4	3	11	3
J R F Mason		`		*			9	2	5	0	10	1
D Merrick	#	>					9	5	5	4	10	4
Mrs J Mockford		>					8	3	5	3	11	7
R A Oatham		>	*		*		10	5	5	1	9	4+
J M Pullen	#	>					9	8	5	3	10	4
P R Robinson	#	`					9	0	5	0	10	1
P K Savill	#	>		*		*	11	6	4	3	10	2
C G Seagers		>					8	5	5	2	11	0
S P Smith	#	<		*			10	1	4	1	10	0
D G Stansby	#	>		*	*		11	8	4	0	9	2
Mrs M A Starke	#	>			*		10	6	5	3	9	3
M G B Starke	#	>			*		10	6	5	3	9	5
J Thomass		`		*			9	1	4	0	11	1
Mrs M J Webster ~	#	>					9	5	5	3	10	5
P F A Webster	#	>				*	10	3	5	3	10	4
Mrs C A Weston		`	*		*		10	1	5	1	9	1
Mrs B J Wilkins	#	>	*		*		11	9	5	4	8	4+

KEY

P 　　– total number of attendances possible
A 　　– actual number of sessions attended
~ 　　– Chairman/Vice-Chairman of the Council
# 　　– Chairman/Vice-Chairman of a Committee/Sub-Committee
* 　　– Members of the Audit, Appeals, Licensing and Review Committees
+ 　　– The 3 IT Skills training sessions offered in the Summer and Autumn have
　　　　　 been shown as 1 possible/actual figure per person for each season
> 　　– 2 or more Planning sessions attended
< 　　– 1 Planning session attended
` 　　– 0 Planning sessions attended

PARISH/TOWN COUNCIL ATTENDANCE AT MEMBER TRAINING SESSIONS 2006/07

Parish/Town Councils were offered one place on each of the following sessions (with the exception of the Development Control course* that had extended availability). The actual number of attendees is shown in brackets:-

Part 1: May-July 2006
Development Control* **(8)**
Information Technology (IT) Skills **(3)**
Chairmanship Skills **(1)**

Part 2: September-December 2006
Affordable Housing and Planning: The Council's Role **(1)**
Risk Management **(1)**
Gambling Act 2005 **(0)**
Information Technology (IT) Skills **(1)**

Part 3: January-March 2007
Speed Reading **(3)**
Media Awareness **(2)**

Note: The 3 IT training sessions offered in the Summer and Autumn are shown as 1 attendance figure per person for each season.

Member Development Self-Assessment

Total of Member & Standards Committee Member returned forms = 26 (out of 44)
Total of Parish returned forms = 10 (out of 16 sent)

PART A – REVIEW OF 2006/07

1. *Were you able to attend any of the training and development courses in 2006/07*

    Yes **23**   No **3** (one of which was new Independent Member
                                   of Standards who only joined on 15 Feb '07)

2. *In general, did you find the training sessions*
    Very Useful **22**   Useful **11**   Could be Improved **2**

3. *What did you find most useful about the training?*

    Information **28**   Ideas you could **15**   Opportunity to discuss **12**
    Obtained   put into practice   issues with other
                                                                Councillors

    Other: -
    '**Opportunity to discuss with presenters**'
    '**Questions to and answers from the speaker**'
    '**An insight into the daily life of Members**'
    '**Opportunity to obtain unofficial officer viewpoint (interactive)**'
    '**Improved computer competence**'.

4. *If you answered 'could be improved' to question 2 please indicate in which areas improvements could be made*

    Course content **1**   Course presenters **1**   Style of Course **1**

    Other:-
    '**Bit more Dynamic**'
    '**Often too much detail for course content, sometimes course presenters could be improved, no course should last for more than 1 hour by the speaker, questions and discussions afterwards**'
    '**The best training comes from our own officers and professional organisations RADA etc. The worst comes from other Councils and Government Departments**'

5. *If you were not able to attend training and development courses please indicate why*

Work/family commitments **7**   Already attended similar courses **8**

Unsuitable course timing **5**   Unsuitable Course content **1**

Other:-
'Ill Health'
'All the above, need more towards the Parishes'
'Not wanting to go to Castle Point or join other Councils'
'Sometimes Civic duties'
'Some courses began before 19:30pm and some venues difficult at Basildon and Castle Point'
'Some content was un-applicable to my needs'

6. *Please indicate which option you prefer for course venues*

All courses within the Rochford side of the District held at the Freight House **9**

All courses within the Rochford side of the District to be held at Castle Point & Rochford Adult Community College **4**

Other alternative venues to be sought within the Rochford side of the District **3**

Hold all Member Training at the Civic Suite, Rayleigh **18**

Comments:-
'Good parking at the CPRACC. Parking is very important for ease of access, not ideal in a congested area (ie Rayleigh Town)'
'All the above'
'Pullman Suite has awful acoustics, temperature is either too hot or too cold, lighting awful'
'Should be split east/west but Freight House is not good'
'Like the use of both venues, as now'
'Concern that the no. of Cllrs in the Rayleigh area will opt for everything to be held at the Civic Suite and give an unfair picture. Would prefer to see course at the Freight House or alternative venues in Rochford as this is the middle of the District. Not keen on college'
'Parish rooms in Rochford'
'50/50 Civic Suite & Freight House – is currently more like 75% Civic Suite & 25% Freight House/Other'
'Easier to park at the Civic Suite, better lighting in classroom and better buffet'
'Prefer the furniture, lighting, air conditioning and Members room for refreshments'
'Rochford or Rayleigh suits fine'

7.   *Have you attended any of the training and development courses offered by Castle Point or Basildon Councils in 2006/07?*

      Yes **7**   No **28**

      Comments:-
      'Usually too far to travel to fit in with other commitments'
      'I won't go outside the District for training'
      'No own transport and difficulty in travel on poor public service facilities'

PART B –SELF ASSESSMENT FOR 2007/08

8.   *What type of learning do you find most helpful?*

      Interactive training e.g. workshops/role playing/case studies **16**

      Learning from others e.g. shadowing, mentoring **8**

      External conferences **7**

      Visiting other authorities e.g to observe practice elsewhere **4**

      Other:-
      'Depends predominately on the speaker'
      'Officer briefing, discussion & examples'
      'Internal officer lead'
      'Courses run by our officers are good. RADA was particularly good'
      'Presentations/written material (as low)'

9.   *What type of courses do you think you would benefit from in the future?*

      Skills Development

      Questioning skills **14**

      Dealing with difficult situations / people **10**

      Chairmanship **8**

      I.T **7**

      Public speaking **6**

      Speed reading (advanced) **6**

      Media awareness (advanced) **5**

Time management **3**

<u>Core Briefing Sessions</u>

Development Control **18**

Corporate priorities **11**

Budget process / financial management **10**

Performance management **8**

Risk management **8**

Code of Conduct **7**

Procurement **4**

<u>Key Topic Briefings</u>

Local Development Framework **18**

Affordable Housing and Planning **18**

Children's / Youth Service Structure **14**

Member Decision-making Structure and Processes **12**

County Highways **11**

Overview and Scrutiny **11**

Licensing and Gambling Acts **5**

Equality and Diversity **3**

10. How would you like training courses arranged?

In the afternoon and repeated in the evening **22**   Just in the afternoon **1**

Just in the evening **4**   At weekends **3**

11. Further comments:-
 'It would have been a greater benefit if the speed reading course was earlier on in the programme. I could then have put in into practice earlier. Also, I think it should cover 2 session as one wasn't enough. Could we have I.T sessions somewhere in Rayleigh or Hockley?'
 'Additional hearings as recently carried out at Castle Point, that was 1ˢᵗ class'

'It is sometimes difficult to fit skills training into a few hours. However, time management course was excellent'

'I feel that this is important for newer Members to learn the way that has taken place in the past and to get all Members to be updated in the new way forward i.e new style of Local Government'

'It was a shame not more Members took advantage of such a useful (enjoyable) course perhaps publicity could be more 'exciting'?'

'youth Services, which are vitally important'

'I have only taken the opportunity to attend one course so far, but I will b attending further courses in March 2007'

PROPOSED NEW FORM

MEMBER DEVELOPMENT PROGRAMME 2007/08
PART 1, MAY – JULY 2007
COURSE EVALUATION, Course Title

Date: Wednesday, 2007

Rochford District Council

Please ✓ the answer to each of the following questions

1.   In terms of relevance to your Councillor role was the content of the course

Excellent		Comments
Good		
Fair		
Could be Improved		

2.   If handouts were provided, were these

Excellent		Comments
Good		
Fair		
Could be Improved		

3.   Was the course presenter

Excellent		Comments
Good		
Fair		
Could be Improved		

4.   Was the venue and catering

Excellent		Comments
Good		
Fair		
Could be Improved		

5.   Any other Comments

6.2.17

Please return this form to:
Sarah Fowler
Head of Administrative & Member Services
Council Offices
South Street
Rochford
Essex SS4 1BW

EXISTING FORM

MEMBER TRAINING PROGRAMME 2006/07 – PART 3
JANUARY – MARCH
COURSE EVALUATION –

<mark>Course Title</mark>

<mark>Date:</mark>

Please ✓ the answer to each of the following questions

		Excellent	Good	Fair	Could be Improved
1.	In terms of relevance to your Councillor role was the content of the course	☐	☐	☐	☐
2.	If handouts were provided, were these	☐	☐	☐	☐
3.	Were the course presenters	☐	☐	☐	☐
4.	Was the venue and catering	☐	☐	☐	☐

5.   If you have answered 'could be improved' to any of the questions, or have any other comments to make, please include details here

Please return this form to:
Sarah Fowler
Head of Administrative & Member Services
Council Offices
South Street
Rochford
Essex SS4 1BW

6.2.18

The EERA Charter for Elected Member Development

The EERA Charter has been developed in partnership with the IDeA and is based on the North West Employers' Charter. Building on the experience of their well established and successful regional Member Development Charter which all councils in that region have made a commitment to.

The Charter – what is it and why do we need it?

Any local authority dedicated to meeting the needs of its community must be committed to developing its elected members. The evolving modernisation agenda has placed increasing emphasis on an authority's need to rethink their approach to member support and development. The impact is such that a majority of local authorities across the South East now have some form of support programme in place – however, the approach, levels of commitment, effectiveness and progress varies considerably.

The EERA Charter, therefore, has a number of objectives:

1.   Being fully committed to developing Elected Members in order to achieve the council's aims and objectives.
2.   Adopting a member led strategic approach to Elected Member development.
3.   Having a member learning and development plan in place that clearly identifies the difference development activities will make.
4.   Seeing that learning and development is effective in building capacity.
5.   Addressing wider development matters to promote work-life balance and citizenship.

How does the Charter work?

There are five key stages in working towards the EERA Charter on Elected Member Development.

| **Stage 1:** | **Signing up to the Charter and an Action Plan.** |

Local authorities who want to participate are required to sign up to the charter to demonstrate their commitment to improving performance, through the development of their Elected Members. At the point of signing up, a local authority must specify a target date by which they will aim to achieve the Charter. The authority will then undertake a self assessment against the Charter criteria and based on the self assessment will develop an Action Plan. The Action Plan will be sent to South East Employers.

Stage 2:	Improving the development of Elected Members

A local authority will work towards achieving the Charter and meeting the requirements of the Action Plan.

Stage 3:	Assessment

When a local authority considers it has everything in place to demonstrate it has achieved the Charter they will inform South East Employers who will make a judgement whether the authority is ready for assessment. An on-site assessment will be carried out by a (small) trained team of Elected Members/Officers of South East Employers. A report will be sent to the Council following the assessment visit outlining good practice areas for improvement and whether it has achieved Charter status.

Stage 4:	Awarding the Charter

When your authority has been assessed and achieved the Charter, they will receive their certificate/award at an annual celebration event.

Stage 5:	Re-assessment

Once awarded, the Charter has a life span of three years after which a local authority will be required to submit details of how it has sustained the standard. This will be judged by a trained team of Elected Members and Officers undertaking a desk top review.

Charter Milestones/Standards

Commitment to Member development
- Top political and managerial leadership commitment to development of Elected Members.
- Policy statement.
- Equality of opportunity and access to learning and development.
- Budget.
- Officer resource support.
- Dissemination of learning.

Strategic approach to Member development
- Member led strategy.
- Linkage to council corporate plan.
- Member roles clearly set out.
- Process for identification of needs at individual and council wide level.

- Structured and timely approach to promoting development opportunities.
- Appropriately learn with external partners.
- Strategy for induction.
- Addresses political leadership and team development.
- Mechanisms for evaluation and informing future plans identified.

Member learning and development plan in place
- Addresses development priorities.
- Identify what development activities should achieve.
- Sets out how, when, where and who is responsible.
- Takes account of access to development opportunities.
- Linkage between individual plans and the council's corporate and other plans.
- Representative elected Members consulted.

Learning and development is effective in building capacity
- Members learn and develop effectively.
- Learning is shared with other elected Members and where appropriate with officers and stakeholders.
- Investment in learning and development is evaluated in terms of benefits and impact.
- Identifies (and implements) improvements to learning and development activities.

Elected Member development promotes work life balance and citizenship
- Assists those with family responsibilities.
- Reviews how council business is conducted to allow for equality of access to key political decision making mechanisms.
- Holds events for the community to encourage people to become community leaders.

Support and Assistance

Ongoing support will be provided as soon as you commit to the Charter.

- Following commitment you will receive a 'certificate' demonstrating your commitment to meeting the Charter standards.
- An in-authority workshop will be organised to explain to the Elected Members and officers the process of moving towards Charter status.
- Self assessment materials and a Charter commitment pack will be provided to each authority.
- Assessment will be undertaken in the authority where it is seen as ready by the authority and by South East Employers.
- A number of Elected Members from the IDEA Peer Clearing House have been trained as "Peer Assessors"
- A detailed report will be provided to the council outlining good practice and areas for improvement and whether it has achieved Charter status.

- A regional annual celebration event will be organised. A national celebration event is also being considered.
- Total cost **£2500 + VAT** per authority plus expenses.

Contact:

Mark Palmer
Head of Improvement and Governance
South East Employers
Newfrith House
21 Hyde Street
Winchester
Hampshire
SO23 7DR

Telephone: 01962 840664.
mark@seemp.co.uk.