

The East Midlands Regional Member Development Charter

ANNEX 1

The East Midlands Regional Member Development Charter has been developed with the help and support of other regions in the country and the I&DeA. (Improvement and Development Agency)

What is it and why do we need it?

The East Midlands Charter has been based on a national template, but written to reflect the culture of the region. It sets out a clear process for accreditation and a framework of standards of good practice for all authorities to aspire to and achieve. The Charter aims to raise the profile of member development by providing a focus via a framework, comprising a set of standards for authorities to achieve. The outcome being that members have the knowledge, skills and attributes to effectively fulfil their roles not just now but in the future in line with the organisation's corporate outcomes. So the purpose of the Charter is a vehicle to improve the corporate performance of local authorities, through the development of its members.

There are **six key stages** in the East Midlands Regional Member Development Charter.

Stage 1: Signing up to the Charter

Local authorities that want to participate are required to sign up to the charter to demonstrate their commitment to achieving the charter standards and improving authority performance, through the development of their members.

Stage 2: Action Plan

It is recognised that each authority will have a variety of learning and development processes already in place for members. There is an opportunity at this stage to assess the existing situation against the standards and develop an Action Plan that enables the authority to work towards achieving accreditation. Each authority will be expected to set target dates for achieving the standards.

Stage 3: Evidence Collection

Authorities will be expected to compile a portfolio of evidence to demonstrate their compliance to the standards.

Stage 4: Assessment

When an authority considers that it has everything in place to demonstrate that it meets the standards, an on-site assessment will take place by a trained member peer and officer from the region. The team will assess the evidence in the portfolio against the standards and conduct a small number of interviews with members and officers.

Stage 5: Awarding the Charter

When the authority has been assessed and achieved the standards, they will be awarded the Charter. An annual celebration event will be held where all those authorities who have achieved the standards will be invited to receive their Charter.

Stage 6: Re-assessment

Authorities are expected to maintain good practice and demonstrate improvements since achieving the Charter. A re-assessment will therefore take place within a minimum of 3 years. The re-assessment will take the form of a desktop review.

Member Development Charter Standards

1. Commitment to Member development

- 1.1 Political and managerial leadership is committed to the development of members.
- 1.2 Learning and Development Policy is in place.
- 1.3 Access to learning and development takes into account diversity of needs.
- 1.4 Designated budget for member development.
- 1.5 Officer/s support for member development.

2. Strategic approach to Member development

- 2.1 Member Development Strategy linked to the authority's corporate plan.
- 2.2 Member roles are clearly defined.
- 2.3 Individual Learning and Development Plans.
- 2.4 Political leadership and team development.
- 2.5 Committee learning and development.
- 2.6 Development opportunities are promoted and take into account access requirements.
- 2.7 Joint learning activities with officers, partners and the wider community.
- 2.8 Corporate member Learning and Development Plan prioritising development activities.
- 2.9 Structured Induction process for all members.
- 2.10 Evaluation mechanisms that inform future plans.
- 2.11 Member Learning and Development Reference Group.

3. Learning and development is effective in building capacity

- 3.1 Members learn and develop effectively.
- 3.2 Learning is shared with other members and where appropriate with officers and stakeholders.
- 3.3 Investment in learning and development is evaluated in terms of benefits and impact.
- 3.4 Improvements to learning and development activities are identified and implemented.

4. Member development promotes work life balance and citizenship

- 4.1 Authority assists those with caring responsibilities.
- 4.2 Authority reviews how Authority business is conducted to allow for equality of access to key political decision making processes.
- 4.3 Authority holds events for the community to encourage people to become future community leaders.