

## Preparation of Evidence for initial assessment City of York Council

\*Items in bold indicate where we currently cannot provide evidence.

I&DeA Guidelines/Section	York's Examples of evidence	Minimum Expectation
1.1 – Top Political and managerial leadership commitment to developing elected members	<ul style="list-style-type: none"> <li>• MDSG Terms of Ref</li> <li>• Member Development Policy (i.e. a clear strategy)</li> <li>• Copy of Pledge Signed by Group Leaders</li> <li>• Member Development Action Plan.</li> <li>• Members Handbook (in progress)</li> </ul>	<ul style="list-style-type: none"> <li>• Clear commitment from the top political and managerial leadership</li> <li>• Signed Commitment to member development and action plan</li> <li>• Established all party training and development task group</li> <li>• There is a clear strategy</li> </ul>
M 1.2 – Policy Statement	<ul style="list-style-type: none"> <li>• statement of commitment Policy available on website and posted on Group room notice boards (once agreed by Council)</li> <li>• Policy is reviewed annually</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of commitment Policy easily accessible to members</li> </ul>
1.3 Equality of Opportunity	<ul style="list-style-type: none"> <li>• alternative learning methods are provided to take account of individual learning styles</li> <li>• event timings are scheduled to maximise attendance and address the needs of members</li> <li>• members personal needs/requirements are raised through induction 1to1's and PDR's</li> </ul>	<ul style="list-style-type: none"> <li>• Timing of events takes account of cultural and personal circumstances</li> <li>• Assessment of members needs</li> </ul>
1.4 Budget	<ul style="list-style-type: none"> <li>• There is a dedicated budget for Member Development</li> <li>• Minutes of SG meetings show that cross party members are involved in setting the budget</li> <li>• Members are clear about how to access the budget (see policy &amp; protocol for attending external seminars)</li> </ul>	<ul style="list-style-type: none"> <li>• Budget is explicit and clearly identified and monitored</li> </ul>

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1.5 Officer Resource/Support	<ul style="list-style-type: none"> <li>• Job Description (Senior MSO)</li> <li>• Named officer in handbook, intranet and other info sources</li> </ul>	<ul style="list-style-type: none"> <li>• Members confirm that there is an officer who supports their learning</li> </ul>
1.6 Dissemination of learning	<ul style="list-style-type: none"> <li>• Development sessions organised in conjunction with partners e.g. Health Scrutiny event</li> <li>• Case studies (e.g. Gateshead cultural quarter visit)</li> <li>• Mentoring arrangements/opportunities (I&amp;DeA)</li> <li>• Member Champions (details available on councillors web pages)</li> </ul>	<ul style="list-style-type: none"> <li>• Member Champions in Certain topics/ functions</li> <li>• Joint officer/member development is offered when appropriate</li> </ul>
2.1 Member led strategy	<ul style="list-style-type: none"> <li>• Minutes showing all party involvement in agreeing, monitoring and evaluating elected member training and development policy</li> <li>• Periodic Review of Budget</li> <li>• Annual review of Member Training &amp; Dev Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions about member development are taken by some form of formally constituted body of members</li> </ul>
2.2 Linkage to council corporate plan	<ul style="list-style-type: none"> <li>• Policy identifies priority development needs and makes clear link with council's aims and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy identifies priority development needs and makes clear links with council's aims and objectives</li> </ul>
2.3 Members roles clearly set out	<ul style="list-style-type: none"> <li>• Use of Political Skills framework in PDR process</li> <li>• Role descriptions for members (currently being drafted)</li> <li>• Extracts from constitution outlining specific member roles</li> </ul>	<ul style="list-style-type: none"> <li>• Members demonstrate an understanding of the skills and knowledge required in their ward and council wide roles</li> </ul>
2.4 Process for identification of needs at individual and Council wide level	<ul style="list-style-type: none"> <li>• Personal Development Review (template available)</li> <li>• Evidence of outcomes from PDP's</li> <li>• Introducing an emailable training needs analysis</li> </ul>	<ul style="list-style-type: none"> <li>• System/process exists to identify individual and organisational development needs</li> </ul>

	for remainder of members who have not undergone a PDR	
<b>I&amp;DeA Guidelines/Section</b>	<b>York's Examples of evidence</b>	<b>Minimum Expectation</b>
2.5 Structured and timely approach to promoting development opportunities	<ul style="list-style-type: none"> <li>• Intranet, booklet, emails etc publicising events</li> <li>• Attendance policy (12 sessions for Exec members and 8 for non exec) see policy</li> <li>• Use of the MDSG members to promote attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Timetable of learning opportunities</li> </ul>
2.6 Appropriately learn with external partners	<ul style="list-style-type: none"> <li>• Cross authority/external party event programmes (e.g. scrutiny partners event)</li> <li>• Cross Cutting Service training and development programmes with other bodies, e.g. health, police fire (<i>see Pre-Council Seminars</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Programmes using external (partner support) for developing members</li> </ul>
2.7 Strategy for Induction	<ul style="list-style-type: none"> <li>• Induction Strategy (see Policy doc)</li> <li>• Induction Programme</li> <li>• One 2 one interviews with SMSO</li> <li>• Induction pack/handbook</li> <li>• New members offered a PDR at earliest opportunity</li> <li>• 6 month review of their induction/suppor</li> </ul>	<ul style="list-style-type: none"> <li>• Induction strategy and programme of events</li> <li>• Induction programme for new councillors</li> </ul>
2.8 Address political leadership and team development	<ul style="list-style-type: none"> <li>• <b>In house political leadership/Executive event programmes?</b></li> <li>• I&amp;DeA political Group mentoring in place</li> <li>• Joint events with top management (e.g. Dead Ernest theatre Co – Working together)</li> <li>• Access to Leadership Academy events</li> <li>• Pre-Council Seminars - Future of Community Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Development is a standing item on Executive agendas</li> <li>• Members are able to discuss development needs in confidence</li> </ul>

<b>I&amp;DeA</b>	<b>York's Examples of evidence</b>	<b>Minimum Expectation</b>
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Guidelines/Section		
2.9 Mechanisms for evaluation, and informing future plans. identified	<ul style="list-style-type: none"> <li>• Outline approach to evaluate elected member training and development with named member and officer responsibilities is set out in policy document</li> <li>• Twice yearly report of evaluation of the programme is reported to Standards Cttee</li> </ul>	<ul style="list-style-type: none"> <li>• Written up outline approach to evaluate elected member training and development with named member and officer responsibilities</li> </ul>
3.1 Addresses development priorities	<ul style="list-style-type: none"> <li>• Summary of PDR findings taken to the steering group</li> </ul>	<ul style="list-style-type: none"> <li>• Reports or other paperwork indicating training provision to meet priority needs</li> </ul>
3.2 Identify what development activities should achieve	<ul style="list-style-type: none"> <li>• Programme events give clear aims and objectives that focus on expected results</li> <li>• PDR's with expectations of training &amp; dev activities</li> </ul>	<ul style="list-style-type: none"> <li>• Development programme has clear objectives</li> </ul>
3.3 Take account of access to development opportunities	<ul style="list-style-type: none"> <li>• Training Programmes show a selection of times</li> <li>• Examples of wide range of training providers</li> <li>• Examples of range of ways members can learn, e.g. mentoring, e-learning etc</li> </ul>	<ul style="list-style-type: none"> <li>• Training programmes indicate development opportunities available at a range of times allowing access by different groups including those who work</li> </ul>
3.4 Linkage between individual plans and the council's corporate and other plans	<ul style="list-style-type: none"> <li>• Sample PDR with links to corporate strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Those responsible for member training &amp; development can describe how they regularly identify individual training needs and how these link into the council's corporate and other plans</li> </ul>

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3.5 Representative elected members consulted	<ul style="list-style-type: none"> <li>• Reports, minutes of meetings showing reps from each party are consulted on Member Development Programme</li> <li>• Intranet/email evidence with regard to raising awareness of the plan with members</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that all groups on the Council are consulted on the training plan</li> </ul>
4.1 members learn and develop effectively	<ul style="list-style-type: none"> <li>• Twice yearly evaluation report to Standards Committee</li> <li>• Example end of event questionnaires (internal and external)</li> <li>• <b>Extracts/quotes on member development from external events attended?</b></li> </ul>	<ul style="list-style-type: none"> <li>• Examples of end of event questionnaires</li> </ul>
4.2 Learning is shared with other elected members and where appropriate with officers and stakeholders	<ul style="list-style-type: none"> <li>• Mentoring arrangements in place</li> <li>• Systems in place to share learning with others e.g. members lounge, group rooms</li> <li>• <b>Members report back on conferences and external development opportunities?</b></li> </ul>	<ul style="list-style-type: none"> <li>• Elected members can describe how they have learnt from or shared their learning with their peers, officers and others</li> </ul>

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4.3 Investment in learning and development is evaluation in terms of benefits and impact	<ul style="list-style-type: none"> <li>• Evaluation strategy in place</li> <li>• Reports to Standards Committee on evaluation, attendance, budget etc</li> <li>• <b>Exit interviews with members who are not re-elected or leave</b></li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation Strategy in place</li> <li>• Reports to top political managerial leadership showing regular analysis of costs of and benefits from member training &amp; development</li> </ul>
4.4 Identifies (and Implements) improvements to learning and development activities	<ul style="list-style-type: none"> <li>• Training and development strategies such as induction etc are reviewed annually</li> <li>• Examples can be given of improvements made as a result of feedback and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of meetings, reports etc providing examples of improvements to learning</li> </ul>
5.1 Councillors are provided with an appropriate level and range of support	<ul style="list-style-type: none"> <li>• Members handbook including support for those with family responsibilities, pension arrangements etc</li> <li>• Evidence of IRP meetings showing that the council regularly reviews the suitability of allowances and support</li> </ul>	<ul style="list-style-type: none"> <li>• Councillors speak openly of feeling genuinely supported and enabled</li> </ul>
5.2 Reviews how council business is conducted to allow for equality of access to key political decision making mechanisms	<ul style="list-style-type: none"> <li>• Council diary takes account of cultural and faith commitments</li> <li>• Council diary times of meetings include day and evening so that members can discharge their duties in such as not to sacrifice family and employment responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Council diary times of meetings include both day and evening so that members can discharge their duties in such a way so as not to sacrifice family and employment responsibilities</li> <li>• Council diary – scheduled meetings take account of cultural and faith commitments</li> </ul>

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<p>5.3 Holds events for the community to encourage people to become community leaders</p>	<ul style="list-style-type: none"> <li>• A councillor who me event October 2009</li> <li>• Launch of Youth Council – Local Democracy Week 2009</li> <li>• Apprentice Councillor (local democracy week)</li> <li>• Our councillors leaflet</li> <li>• York Pathfinder initiative</li> <li>• Role descriptions</li> <li>• Day in the life of a Councillor feature</li> <li>• Shadowing experiences for school children</li> </ul>	<ul style="list-style-type: none"> <li>• Local Democracy Week action plan, programme of activities and review</li> </ul>