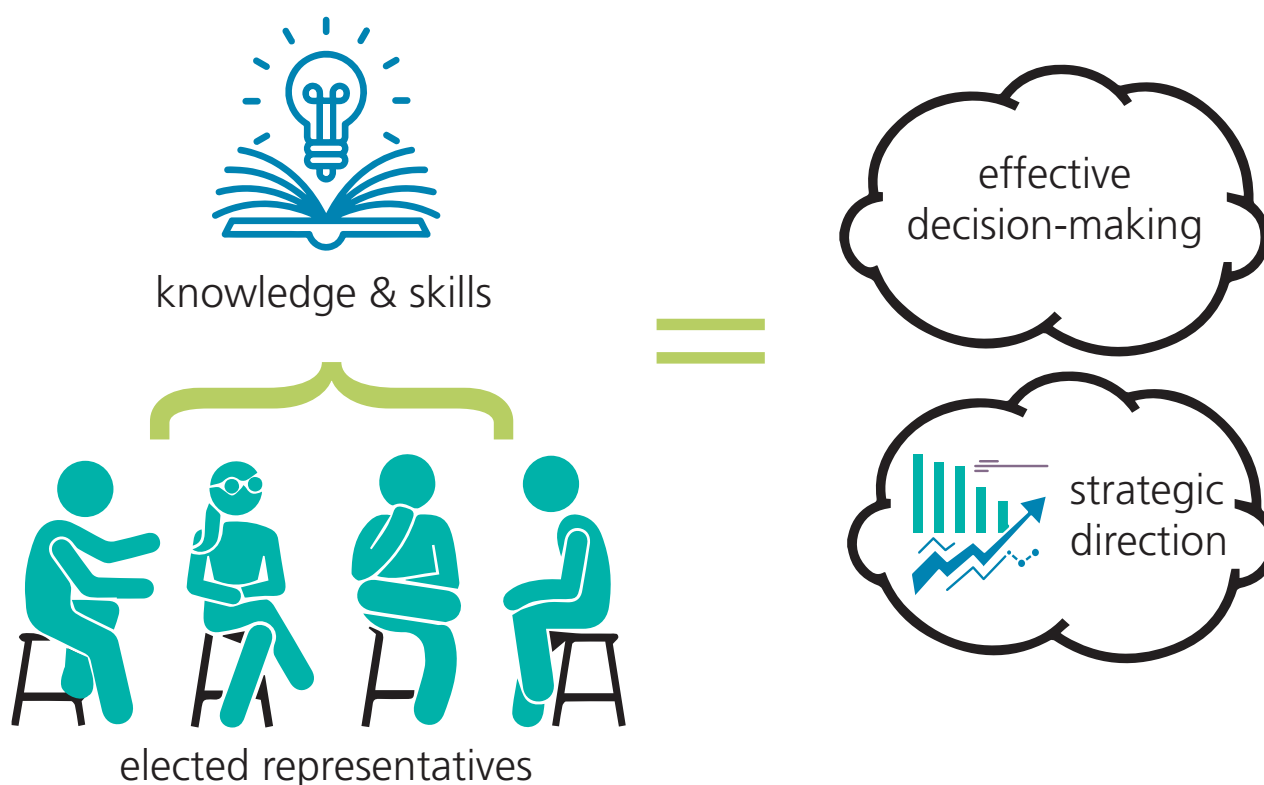


COUNCILLOR DEVELOPMENT PROGRAMME SUPPORT

Your SEE Membership gives you free access to our research and information service. We can assist with best practice advice for councillor development sessions, designing a strategy and gap analysis against the Councillor Development Charter framework. If you need support there are a number of additional enhancements we can deliver for a successful Councillor Development Programme.

PURPOSE OF AN EFFECTIVE COUNCILLOR DEVELOPMENT PROGRAMME?

Any council that is serious about meeting the needs of its community must be committed to developing its councillors. Most authorities have some form of support programme in place. However, the approach and levels of commitment and effectiveness vary. Strategic direction and effective decision-making within local councils relies upon the knowledge and skill set of its elected representatives. An effective councillor development programme builds upon the existing skills and knowledge of the cohort, supporting them to focus on key priorities, enhance essential skills and grow their understanding.



OUR SERVICES

SEE has many years' experience in advising and assisting councils on councillor development programmes in the following interlinked ways:



COUNCILLOR DEVELOPMENT SURVEY

Conducting a survey to achieve an understanding of satisfaction with the existing programme, delivery methods and resources in order to establish a baseline. This will support your ability to measure the impact of ongoing improvements. We will create a bespoke survey to target key issue areas, provide marketing material to encourage member participation and offer electronic, paper-based and telephone participation. We would analyse all responses and present these graphically, alongside a narrative report of the key findings.

Price £2700 plus VAT (Non- member price of £2900 plus VAT)

Estimated price based on two consultancy days at £799 per day for members or £900 for non-members with two preparation days for preparation at £550 per day. All prices plus VAT.

PERSONAL DEVELOPMENT PLANNING PROGRAMME

Working with Councillors to identify development needs and to put together Individual Development Plans through:

1. Undertaking a one-to-one session with each Councillor utilising MS Teams (1.5- 2 hour sessions):
 - Identify their current and future role as a Councillor
 - Expectations of the role and development undertaken
 - Personal goals/objectives 2025-2027
 - Review of goals and development objectives if applicable
 - Skills and development required for the current and any future roles including specific leadership roles
 - Self Evaluation using the online Political Skills Framework
 - Completion of the Personal Development Plan
2. Providing structured feedback to Councillors who have completed a Self-Assessment using the Political
3. Skills Framework Self Evaluation Framework. The Self Evaluation framework has been designed specifically for Councillors and is based around key roles and competencies for both Executive /non- Executive Councillors.
4. A comprehensive summary report and completion of a Personal Development Plan for all participating Councillors.
5. Undertaking this programme provides the evidence requirements for the Councillor Development Charter Plus.

This is based on two elements:

Two councillor one-to-one sessions per day at £550 per half day (15 days @ £550 per half day) = £13,750 plus VAT for 30 members which can be modified if more or less participate.

Completion of the Personal Development Plans and summary report of development needs linked to the Political Skills Framework (10 days @ £550 per day) = £5,500 plus VAT.

DESIGN OF COUNCILLOR DEVELOPMENT PROGRAMME

Utilising the local intelligence gathered through Personal Development Plans, training needs analysis, survey responses and discussions with officers we can help design a programme in terms of topics, objectives which links to your governance structure, your Council's strategic priorities and the political skills framework (local leadership, partnership working, effective communication for influence, political understanding, scrutiny and challenge, resilience and wellbeing, effective use of digital technologies and social media, regulating and monitoring). We will help you identify the best combination of delivery methods for your elected members, who the sessions could be facilitated by and help source external topic experts where required.

The timescales and cost will depend on the position that we are starting from and what information gathering is required.

Price £4050 plus VAT (Non member price £4350 plus VAT)

Estimated price based on three consultancy days at £799 per day for members or £900 for non-members with three preparation days for preparation at £550 per day. All prices plus VAT.

DELIVERY OF PROGRAMME CONTENT

We have an established offer of councillor development programmes and workshops which could form the basis of your programme seemp.co.uk/training-coaching. These can be delivered in person or virtually and adapted to your exact requirements.

Price £799 plus VAT (Non-member price £850 plus VAT)

MEMBER DEVELOPMENT STRATEGY

Delivery of two half day workshops to facilitate the creation of your Member Development Strategy including:

- SWOT analysis of issues facing your council and elected members
- Identifying local strategic priorities
- Consideration of local governance or legislative changes
- Reviewing key information from local sources such as residents and councillors surveys and PDPs if available
- Initial draft of strategy

Price £3350 plus VAT (Non member price £3800 plus VAT)

Based on three consultation days and 2 preparation days

COUNCILLOR DEVELOPMENT ANNUAL REPORT

Assisting with the preparation of an annual report to demonstrate the positive impacts of the development programme including benchmarking data, easy read statistics, councillor quotes and case studies.

Price £3350 plus VAT (Non member price £3800 plus VAT)

Based on three consultation days and 2 preparation days

SEE FACILITATORS



Mark Palmer

DIRECTOR: DEVELOPMENT AND GOVERNANCE

With a strong focus on leadership and organisational development, Mark leads the Development Team at South East Employers. He plays a key role in facilitating and delivering programs that enhance governance, scrutiny, and accountability. Specialising in effective governance, political leadership, and change management, Mark is a passionate advocate for local democracy with extensive experience working with councillors. He spearheads the implementation of the LGA Councillor Development Charter across the South East, East of England, and London, while providing quality assurance in Northern Ireland.



Kirsty Hunt

GOVERNANCE, DEVELOPMENT AND CONSULTANCY MANAGER

With over 20 years of experience in local government, Kirsty excels in research, project management, and people management. She offers a wide range of support services, including induction, councillor training, scrutiny functions, and more recently, electoral and registration processes. Specialising in the efficient operation of council decision-making, she navigates the political landscape and fosters positive relationships between councillors and officers. Kirsty has real-world experience designing member development programmes, induction material and resources. She is energetic about assisting councillors to utilise the learning opportunities around them. She actively supports the LGA Councillor Development Charter across the South East and is dedicated to enhancing the diversity of resources and information available to SEE member organisations.



Sarah Cope

BUSINESS DEVELOPMENT MANAGER

Sarah is an accomplished graphic and web designer with over 20 years of experience, bringing a wealth of knowledge and creativity to the SEE team. Sarah has a expertise in developing intuitive and accessible online surveys, ensuring they are both user-friendly and compliant with accessibility standards. She creates visually compelling graphics that effectively communicate insights and data analyses. Her innovative approach to design ensures that information is not only aesthetically pleasing but also easy to understand.

NEXT STEPS

We invite all member organisations to contact us if we can with assist with queries on best practice advice for councillor development sessions, designing a strategy and gap analysis against the Councillor Development Charter framework.

WHAT DO WE NEED TO KNOW:

- The current provision and engagement in councillor development
- The key issues e.g. local elections, changes in governance structure or political balance
- The local data available to be analysed e.g. Personal Development Plans, training needs analysis, survey responses
- preferred window for delivery