



# Benefits of SEE Membership

WORKING WITH YOU  
SUPPORTING YOUR COUNCIL

# Introduction – who we are

## Supporting Your Council

South East Employers (SEE) is one of the nine Regional Employers' Organisations representing the interests of councils and public sector bodies in England. We are a link with the national local government agencies and other relevant public sector bodies to whom we share the collective views of our councils.

SEE supports councillors through meetings of the National Association of Regional Employers and represents the interests of our councils in Europe and the impact of European employment law through our membership of the Partnership of Public Employers (PPE), the voice of UK public employers in Europe.

We pride ourselves on being a membership organisation owned by, and working for, councils in the South East.

We are a “not for profit” organisation, and we work to add value to our councils as well as smaller organisations, including the voluntary and charity sectors who rely on us for advice and support.

We are led by your councillors, and together we add value to your business through our local knowledge and professional expertise.

SEE is also a leading provider of high quality consultancy, training and development in areas of organisational change, leadership, compliance with employment law, governance and local democracy.

We act as the Provincial Employers Secretary and work with the regional trade unions to provide conciliation and dispute resolution services to councils.



# Contents

Introduction – who we are	2
SEE Councillor Representatives	4
Support for Councillors	5
Democratic Services Officers	6
HR and Employment Law Advice	7
Research, Survey and Benchmarking Facilities	7
Exclusive Access to Online Resources	8
Bulletins and Newsletters	8
Policy Database	8
Employment A-Z	9
Dedicated Education HR Advice	9
Networks, Meetings and Seminars	10
SEGWARP	11
Development	12
Consultancy	12
Portals	13
South East Jobs – Recruitment and Retention Portal	13
SEE Member Development Skills Portal	14
SEE Management Development Skills Portal	15

# SEE Councillor Representatives

SEE is led by and accountable to your nominated elected councillors.

Councils appoint councillors to represent their interests at formal meetings of SEE. Councillors may be elected to the SEE Management, Executive or Regional Joint Committee. Councillors are also appointed to the Employers' Side of the South East Regional Council (SERC).

Elections to these committees are held at the Annual Meeting in July each year.

SEE councillor representatives agree our three-year business plan, action plan and financial strategy to ensure they reflect **your** key priorities. They monitor our performance and are our ambassadors in your council. They are a vital means of communicating your needs to us and reflecting back to you the benefits we provide.

[www.seemp.co.uk/seecllr](http://www.seemp.co.uk/seecllr)

# Support for Councillors

- South East Charter for Elected Member Development – accredited framework for councillor development
- Workshops focusing on emerging issues and changing legislation
- Local Democracy Network for councillors facilitating shared learning and good practice
- Induction events for newly elected councillors
- Information and signposting for newly elected councillors including our Induction Guide and Member Development Directory
- Tailored in-house programmes, courses and workshops on a range of topics for councillors
- Member Allowances – assisting Councils to update allowances
- Learning development resources for councillors
- SEE Member Development Skills Portal – online service to assist councillors to identify their skills and development needs

“Our commitment to the Charter means that we are developing elected members who are well placed to deliver our objectives and to improve services to the community.”

Timothy Wheadon  
Chief Executive  
Bracknell Forest Council



# Democratic Services Officers

- Local Democracy Network for officers
- Running the Accredited Centre for the Award and Certificate in Democratic Services
- Membership of the national Steering Group to develop the new Diploma in Local Democracy
- Working in partnership with the Association of Democratic Services Officers (ADSO) including representation on the Board
- Providing annual Committee Administration programmes for new and experienced Democratic Services Officers



Association of  
Democratic  
Services Officers



# HR and Employment Law Advice

Contact our experienced advisors by telephone or email to discuss complex employment issues. We are experienced in local government terms and conditions, Acas good employment practice, and statutory legislation including the Schools Teachers' Pay and Conditions Document. We will work with you to seek to resolve workplace issues efficiently and effectively.

## Research, Survey and Benchmarking Facilities

As a central resource hub, we collate and share a range of information including pay levels, good employment practice, initiatives and statistics for benchmarking.

### Mini Surveys

We regularly carry out mini surveys on your behalf covering a wide range related to employment and Democratic Services. Topics have included overtime payments, sickness absence, social networking, e-petitions and IT provisions for councillors.

### Benchmarking Surveys

We conduct an annual Chief Executive/ Chief Officer Salary Survey, Regional Pay and Benefits Survey and a Member Allowances Survey. These provide councils with analytical data for making strategic decisions and workforce planning.

# Exclusive Access to Online Resources

## Bulletins and Newsletters

Our bulletins and newsletters keep you up-to-date with the latest news in the South East and across the UK.

- SEEhr - topical HR and employment law updates
- SEEheadlines - a wider national perspective about local government policy and changing legislation
- SEEnews - latest news, events and opportunities
- SEEmail - our monthly e-newsletter

[www.seemp.co.uk/resource](http://www.seemp.co.uk/resource)

## Policy Database

Our database contains a wide range of policies and procedures which we can share with you to promote good practice and provide a useful resource.

Our template policies can be downloaded and tailored to your needs saving you time and money.

## Employment A-Z

Our regularly updated A-Z section provides you with the latest information on HR and employment law, including case law, FAQs, upcoming legislative changes; and highlights implications for HR policies and practices, all specifically geared towards local government and working in a rapidly changing environment.

[www.seemp.co.uk/whatsnew](http://www.seemp.co.uk/whatsnew)

## Dedicated Education HR Advice

As the first point of contact for specialist Education HR queries, we provide a dedicated section on our SEE website for Education HR Advice.

Your council can view information and FAQs on various subjects including types of schools and the pay arrangements and conditions of service as set out in the School Teachers Pay and Conditions Document and the Burgundy Book.

[www.seemp.co.uk/educationa-z](http://www.seemp.co.uk/educationa-z)

SEE subscribes to PPE on behalf of our councils to influence European employment law likely to impact on us as employers in the UK. For example, our voice has helped maintain the 'opt-out' for the Working Time Directive and has significantly reduced costs of employing Agency Workers in comparison with other European countries.

# Networks, Meetings and Seminars

We organise and facilitate workshops, networks, meetings and seminars to enable your council to share views, best practice and receive the latest information on employment and policy development issues. As a member of SEE, your council benefits from either a free place or a reduced rate. These include:

- Local Democracy Network (Councillors)
- Local Democracy Network (Officers)
- South East Economic Development Network (Supporting engagement with Local Enterprise Partnerships linking Councils with the private and business sectors)
- Education Personnel Officers
- Joint Charter Network
- Employment Law Update seminars
- South East Government WARP (SEGWARP)
- Strategic HR Board
- Building Organisational Effectiveness

[www.seemp.co.uk/eventsnet](http://www.seemp.co.uk/eventsnet)



SEGWARP – the South East Government Warning Advice and Reporting Point. SEGWARP provides three main services to your authority’s IT function:

- tailored vulnerability alerts and information security news;
- confidential sharing of information and access to advice; and
- incident reporting.

We work with the University of Wolverhampton who spend five hours a day analysing over 25 sources of the latest information – so you don’t have to!

Additionally, we have a member forum which meets regularly throughout the year.

[www.seemp.co.uk/segwarp](http://www.seemp.co.uk/segwarp)

# Development

As SEE members, you can access a range of well-established training courses delivered by our specialist consultants at a discounted rate. Training can be delivered in-house at your venue or tailored to suit your council's needs.

This includes such areas as:-

- Appraisals and Performance Management
- Employment Law
- Managing and Working in a Political Environment
- Conducting Disciplinary and Grievance Investigations
- Managing Sickness Absence
- ASPIRE Leadership Programme for Middle Managers
- Education HR
- Mediator Training, in partnership with 

“SEE provided a thorough review and an excellent and helpful report into the council's scrutiny arrangements. We certainly get value for money.”  
New Forest District Council

# Consultancy

Our experienced consultants provide high quality professional services. As members, you receive our services at a reduced rate. This includes such areas as:-

- Workplace Mediation
- Appraisals for Chief Executives
- Investigations and Hearings
- Job Evaluation
- Re-organisation and Restructuring
- Recruitment, Assessment and Development Centre Services
- Outplacement and Coaching Services
- Political Management Evaluation – cabinet, overview and scrutiny and mayoral model
- Developing your own Mentoring Programme – Being a Mentor and Being a Mentee.

Find out more at [www.seemp.co.uk/traincon](http://www.seemp.co.uk/traincon)

# Portals

## South East Jobs – Recruitment and Retention Portal

South East Jobs – a new online public sector recruitment and retention portal, offering job seekers a one-stop shop for local government jobs in your area.

Each Council has its own page on the portal which is branded with key messages for its community and links back to its own website.

The portal is a nationally procured system to streamline your recruitment, talent management and redeployment processes which offers our councils the following benefits:

- Costs benefits
- Efficiency savings
- Raising the profile of local government



Two options of the portal are available :

**Portal Lite** – vacancy sharing only. Job seekers are directed back to your own website for further information about the position and how to apply.

**Portal Plus** – full applicant tracking system from job vacancy through to job offer. This yields significant cost and efficiency savings

[www.southeastjobs.org.uk](http://www.southeastjobs.org.uk)

## SEE Member Development Skills Portal

In partnership with Jobs Go Public (JGP), SEE has developed this innovative and user-friendly online service to assist your councillors identify their skills and development needs.

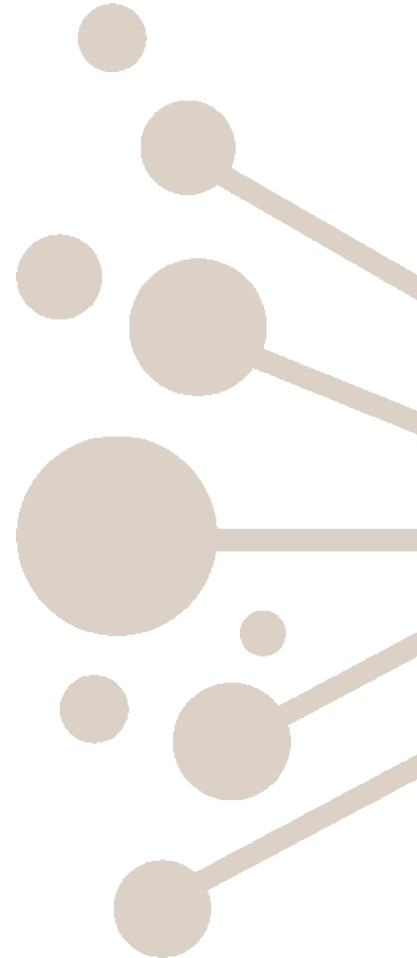
The Skills Portal enables both self and 360° feedback. Reports are produced highlighting strengths and any areas for development based on councillors' answers to questions. This helps shape individual Personal Development Plans.

The questionnaire has six sections that relate to the core skill areas in the Political Skills Framework:

- Local Leadership
- Partnership Working
- Communication Skills
- Political Understanding
- Scrutiny and Challenge
- Regulating and Monitoring

Your council can be provided with a free trial of the Portal to see if it meets your needs.

[www.seemp.co.uk/m-skills-portal](http://www.seemp.co.uk/m-skills-portal)



## SEE Management Development Skills Portal

This online tool provides your managers with an efficient and user-friendly way to identify their skills, and signposts areas for development.

Managers assess themselves against a set of competencies drawn from the Management Standards Centre (MSC) framework for Management and Leadership, and provides self and 360 degree feedback.

The Portal provides a Personal Development Plan for each manager and signposts to a range of potential learning and development resources. The Portal will support your council in meeting current and future workforce needs. Please contact us for a free trial of the Portal.

[www.seemp.co.uk/managementsp](http://www.seemp.co.uk/managementsp)





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