


# **Councillor Development Directory**

**2011 - 2012**





South East Employers (SEE) is one of the leading providers of councillor development across the South East, offering an impressive portfolio of opportunities. Having an extensive background in local government, our consultants are in an excellent position to develop innovative approaches to help you meet the challenges in local government.

SEE supports the needs of all councillors - those who are newly elected and the development of more senior councillors, including those looking to acquire new skills. Today's local government agenda has led to changes in the role of the councillor and the requirement for new skills to meet the challenges of the executive, overview and scrutiny and leadership of local communities and neighbourhoods.

We used the core skills from the national **Political Skills Framework** as the basis for designing our programmes for councillors. The Framework has been developed to help councillors, and those working with them, to review and support individual development needs.

The characteristics of these core skills are set out in this directory, together with just a few examples of the SEE programmes and workshops that support these skills. Further details of all our workshops and events can be found on our website.



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

## Local Leadership

Characteristics: engages enthusiastically and empathetically with the community in order to learn, understand and act upon issues of local concern. Mediates fairly and constructively, encouraging trust by representing all sections of the community.

**To support this core skill SEE offers Strategic Leadership workshops. Additionally, we are delighted to announce the launch of our 'Leading Localism' programme, which will help equip Councillors as the new Localism Act is rolled out. The programme covers such areas as Moving to the Committee System, and Supporting Effective Facilitation and Empowerment.**

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

## Partnership Working

Characteristics: builds positive relationships by making others feel valued, trusted and included, and by working collaboratively to achieve goals. Maintains calm and focus, recognises when to delegate or provide support, and is able to take a long-term view in developing partnerships.

**SEE has a number of programmes focusing on Developing Effective Partnerships, Community Engagement, and Effective Officer-Councillor Relations.**



## Communication Skills



Characteristics: listens sensitively, uses appropriate language and checks for understanding. Communicates regularly with individuals and groups in the community, speaks clearly and confidently in public and makes sure that people are informed.

**We can help you build your confidence and enhance your chairing skills, public speaking skills and ensure you play an effective role at meetings.**

## Political Understanding



Characteristics: acts ethically, consistently and with integrity when communicating values or representing group views in decision-making or actions. Works across group boundaries without compromising values or ethics.

**Take advantage of a number of valuable SEE workshops on offer, including Managing in a Political Environment, Effective Casework and Advice Surgeries, and the Role of the Councillor which explores the different responsibilities and challenges a councillor may face.**

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

## Scrutiny and Challenge

Characteristics: acts as a critical friend by seeking opportunities for scrutiny and providing constructive feedback. Analyses information quickly and presents arguments in a concise, meaningful and easily accessible way.

**SEE is a leading provider of training and development around overview and scrutiny. We offer a range of programmes, such as the New Role of Overview and Scrutiny, Understanding the Role of Scrutiny in Improvement, and building your Scrutiny Skills. SEE can work with you to assess how effectively overview and scrutiny is developing in your authority, and explore future skill requirements. You have the opportunity to work with both SEE consultants and SEE member peers. Additionally, our Local Democracy and Accountability Network for Councillors focuses on the role of scrutiny and accountability.**

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

## Regulating and Monitoring

Characteristics: understands and executes a judicial role by following protocol, evaluating arguments and making decisions that balance public needs and local policy. Ensures progress by monitoring and intervening where necessary.

**Are you up to date with the latest employment legislation? SEE offers a team of experienced advisors, on hand to provide initial advice on best practice. Furthermore, we run workshops including Grievances and Investigations of Misconduct, and offer professional support to those involved in the recruitment and appraisals of Chief Executives.**

# How else can SEE help?

## Charter for Elected Member Development

The South East Charter for Elected Member Development has been developed in partnership with Local Government Improvement & Development (LGID). Committing to the Charter provides authorities with a structured, coordinated framework that brings about quantifiable improvements in the impact and effectiveness of councillor development.

A huge proportion of local authorities across the South East have now signed up to the Charter, with a number now working towards the Charter Plus. SEE, with its team of trained assessors, will work closely with your authority, providing ongoing support and assistance.

The Charter not only provides tangible benefits to the council, but to the councillor and the local community too.

“It was a great privilege to receive the Charter award, which recognises our efforts to provide our members with the best member development opportunities we can. Our councillors endeavour to make decisions in the best interests of the people of Buckinghamshire. Sometimes there are tough decisions to be made, but the training and development opportunities on offer help members to have the right skills for the job.” **Cllr Bill Chapple, Deputy Leader, Buckinghamshire County Council**

## Member Development Skills Portal

SEE has partnered with Jobs Go Public (JGP) to develop an innovative online service to help councillors identify their skills and development needs.

The Skills Portal enables both self and 360° feedback against the Political Skills Framework. For councillors, the Portal supports good practice guidelines for councillor development and identifies key areas of strength and development. For councils, it is a cost efficient, timely method for completing training needs analysis, and assists councils towards the achievement of the Charter for Elected Member Development and the Charter Plus.

The demonstration site is fully functioning allowing users to explore all the features for free before purchase.

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

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

## **Councillor Mentoring Programme**

SEE offers a range of programmes and support including assistance in setting up and running your own councillor mentoring programme, being a councillor mentor, and being a councillor mentee. These programmes encourage councillors to work together, focusing on development needs, sharing experiences, guidance, and skill development.

[www.seemp.co.uk/cllr-mentoring](http://www.seemp.co.uk/cllr-mentoring)

## **Networks**

The Charter Network supports those authorities signed up to the Charter for Elected Member Development. Additionally, there is the Local Democracy and Accountability Network for councillors. This is a new network which assists councillors by offering an opportunity to discuss and exchange information and best practice around the localism agenda.

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

## **Events**

SEE runs a number of events for councillors throughout the year. Of particular interest are the Induction Seminars for Newly Elected Councillors, held in June. This year, our annual Enhancing Local Democracy Conference: Local Democracy Leading Local Enterprise will be held on 1 July in London.

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

## **Postgraduate Certificate in Local Governance**

SEE, in partnership with London South Bank University, has developed a Certificate in Local Governance for councillors. The programme has been designed for serving councillors who intend to pursue a political career in local government.

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

## Further Resources

SEE provides a number of resources aimed at supporting councillors across the South East. Do you read SEEheadlines, our newsletter updating you on the wider national perspectives surrounding key issues? Have you seen the 'What Has Scrutiny Ever Done for Us' DVD? Download the Councillor Induction and Development Guide too.

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

For further information, please take a look at  
[www.seemp.co.uk/cllrdev](http://www.seemp.co.uk/cllrdev)

Alternatively, please email SEE at  
[info@seemp.co.uk](mailto:info@seemp.co.uk) or call 01962 840664.



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