

Draft Member Development Action Plan

Key actions related to the Member Development Strategy 2024-2028

Ref	Action	Outcome	Deadline	How we will measure success	Person (s) Responsible
1	Provide a Welcome Pack to all Members on election night	Councillors will be provided with the key information they require from the first day of their term	May 24	Feedback from Councillors	Member Development Officer Democratic Services Manager
2	Councillor Swearing In Ceremony	Councillors will complete all essential documentation and receive their ICT equipment	May-24	Participation numbers and session feedback	Member Development Officer Democratic Services Manager
3	Launch a Councillor Link Scheme	Councillors will be offered access to a dedicated senior officer to support them with their initiation into the Council	Arrangements in place by Apr 24 and scheme completed by Aug 24	By the number of officers and Councillors successfully paired and feedback from both parties	Chief Executive Head of Democratic Engagement
4	Schedule and deliver the Member induction programme	Councillors will be well equipped to conduct their various roles	Start May 24 - End Aug 24 (Annual refresher sessions for key courses over 4 years)	Participation numbers and session feedback	Member Development Officer Democratic Services Manager
5	Run fortnightly member briefing sessions	Regular sessions on a wide range of topics will provide Members with foundational knowledge about the Council and its ongoing work	Start May 24	Participation numbers and session feedback	Member Development Officer Democratic Services Manager Head of Democratic Engagement
6	Councillor virtual 'tour' of Bristol	New Councillors will be given a city wide briefing so they understand priorities at ward level	May-24	Participation numbers and session feedback	Member Development Officer Democratic Services Manager

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7	Create detailed Councillor Information Guides	Councillors will have easy access to essential information about Council Services	May-24	Feedback from Councillors	Member Development Officer
8	Gather the protected characteristics of Councillors	The Council will be better informed about the protected characteristics of its Members to inform its approach to available advice and support	May-24	Monitoring of how data is used to inform service planning	Head of Democratic Engagement Democratic Services Manager Member Development Officer
9	Develop 'how to' demonstration videos for key applications that Members are required to use for their roles	Members will have access to online guidance around essential applications such as Modern Gov, iTrent, and Learning Hub	May 2024	Online views and feedback from Members	Member Development Officer
10	Maintain a Member Development Steering Group that meets monthly	Member Development will continue to be a member led process with a 'best practice' approach	Ongoing	Cross party participation numbers and general feedback from members	Head of Democratic Engagement Democratic Services Manager Member Development Officer
11	Survey Councillors to gather data on overall satisfaction for the member induction programme	We will be able to identify trends and gaps in learning and development that can be addressed	Evaluation surveys after each training session from May 24. Overall Satisfaction Survey in November 2024	Evaluation Surveys Satisfaction Survey	Head of Democratic Engagement Democratic Services Manager Member Development Officer
12	Plan and deliver activities/programmes that promote becoming a Councillor	Bristol citizens will gain knowledge on how to stand to be a Councillor and the responsibilities involved	Autumn 2026	The numbers that engage with or attend the sessions. Feedback from Councillors about the quality of information available	Head of Democratic Engagement Democratic Services Manager Member Development

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					Officer
13	Review and implement optional Personal Development Plans (PDP)	Democratic Services will maintain an annual development record for each councillor based upon their role, special responsibilities and Committee allocations. They can choose to have an optional PDP to set out any additional personal learning objectives and an action plan to achieve them.	Where requested by Members, PDPs will be ongoing over the length of their term (to align with the electoral cycle). The annual development record to be completed by Jun 2024.	By the number of plans reported by the Group Offices and completed by Councillors who have requested them, and continuous implementation of them over their term of office.	Members/Party Group Leaders - with support from the Head of Democratic Engagement if required
14	Achieve South West Council's Member Development Charter Accreditation	Bristol City Council will maintain a good practice Member Development programme	March 2025	By retaining accreditation upon reassessment	Head of Democratic Engagement Democratic Services Manager Member Development Officer