

**NON EXEMPT**

## **EAST HAMPSHIRE DISTRICT COUNCIL & HAVANT BOROUGH COUNCIL**

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**JOINT HUMAN RESOURCES COMMITTEE 6 December 2017**

### **COUNCILLOR COMPETENCY FRAMEWORK**

**Michelle Wakefield, HR Business Partner**

**For Decision**

**Portfolio Holder: Governance & Logistics**

**Cabinet Lead: Governance and Organisational Development**

**Key Decision: Not Applicable**

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#### **1.0 Purpose of Report**

- 1.1 This report provides Joint HR Committee (JHR) with a proposed update to the Councillor Competency Framework for East Hampshire District Council (EHDC) and Havant Borough Council (HBC).
- 1.2 The Councillor Competency Framework plays a key role in the Councillor Development Strategy across both Councils.

#### **2.0 Recommendation**

- 2.1 That the Joint Human Resources committee approve the Councillor Competency Framework as set out in the appendices

#### **3.0 Introduction**

- 3.1 A Councillor Competency Framework has been implemented for both Councils to support individual development of elected Members. The Framework document provides detailed information in respect of each identified competency, together with self reflective questions.

It is proposed that a complimentary format is also available for Councillors, to assist with self assessment in respect of personal development, conversations with mentors and supportive peers, giving and receiving feedback on performance, and for those Councillors wishing to use the 360 degree feedback tool.

## **4.0 Subject of the report**

- 4.1 Councillor Development is one of a number of priorities for the Organisational Development team. Supporting Councillors is a key activity and Officers have considered how Councillors can easily access information.
- 4.2 Acknowledging that Councillor's time is limited, each existing competency area has been reviewed, to create a streamlined set of statements. The revision is not intended to replace the existing full Councillor Competency Framework. The aim is to provide a tool which can be easily referenced in a simple format. Accordingly, the attached documents in Appendix 1 describe competency behaviours simplified to 'I will' and 'I won't' statements. The descriptions are written to ensure the intent and meaning of the original framework document is captured.
- 4.3 Appendix 1 demonstrates the simplified competency behaviours incorporated into the 360 degree feedback tool.

## **5.0 Implications**

### **5.1 Resource**

Implementing the additional framework format will require limited Officer time from the Democratic Services teams and the Strategic HR and OD team.

### **5.2 Financial**

There is a financial cost to update the external 360 degree feedback tool. This cost is within existing budgets.

### **5.3 Legal**

There are no legal implications associated with this item.

### **5.4 Strategy**

The Councillor Competency Framework, and additional proposed format, are intended to ensure that the Councils are able to fulfil their strategic aims in the longer term through the skills of Councillors.

### **5.5 Customer access**

None to report.

### **5.6 Risks**

None to report.

### **5.7 Communications/Public Relations**

The revised format will be communicated to all Councillors and available to external individuals considering becoming a Councillor.

#### 5.8 East Hampshire/Havant

The revised format will be applicable for both Councils.

### 6.0 **Links to other projects**

The Competency Framework is part of the wider Councillor Development programme managed by the Head of OD.

### 7.0 **Conclusions**

7.1 A streamlined format of competency behaviour descriptions will support Councillors in their personal development and performance.

### 8.0 **Recommendations**

8.1 For JHR to approve the revised competency framework format.

Agreed and signed off by:

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|------------------|------------------|
| Legal:           | 30 November 2017 |
| Head of Service: | 28 November 2017 |
| Finance:         | 30 November 2017 |

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|------------------|----------------------------------|
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### **Appendices:**

#### **Councillor Competency Framework**

- **Communication Skills**
- **Local Leadership**
- **Partnership Working**
- **Policy Development**
- **Political Understanding**
- **Regulating and Monitoring**