

Section 2 – Appendix A: Charter Mark Evidence Matrices

1. Commitment

Document Number	Evidence Title	Criteria				
		1.1	1.2	1.3	1.4	1.5
1.1.1	Chair Member Development Commitment Letter	✓				
1.1.2	CEO Commitment Letter	✓				
1.1.3	Named Councillors and Officers	✓				
1.1.4	Member Development Strategy	✓				
1.1.5	Member Development Meetings and Events	✓		✓		
1.1.6	Member Commitment	✓	✓			
1.1.7	Strategy and Actions	✓				
1.1.8 +	2009 Policy on Member Development	✓				
1.1.8 +	Clear Commitment to Share Development	✓				✓
1.1.9 +	Re-commitment Signing April 3rd, 2012	✓				
1.2.1	Statement of Commitment Policy		✓			
1.2.2 +	Policy Member Led		✓			
1.2.3 +	Policy Reviewed		✓			
1.3.1	Account of Cultural and Personal Circumstances			✓		
1.3.2	Action taken to ensure Equality of Opportunity to Development			✓		
1.3.3	Methods to meet the Different Learning Styles of Members			✓		
1.3.4 +	Statistical Evidence of Cultural Circumstances					
1.4.1	Budget Identified and Monitored				✓	
1.4.2 +	Evidence that the Budget is Reviewed and Prioritised				✓	
1.5.1	Member Support Proforma					✓
1.5.2 +	Members and Staff have their own Development Programme					✓
1.5.3 +	Members and Staff Involved in Networks					✓

2. Strategic Approach

Document Number	Evidence Title	Criteria											
		2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9	2.10	2.11	
2.1.1	Member Development Panel Statement	✓											
2.1.2	Aims and Objectives	✓											
2.1.3 +	Event Completed Evaluation Sheets	✓										✓	
2.1.4 +	Refer to 1.1.7 – Member Development Panel Activity	✓											
2.2.1	Competencies of a Councillor		✓										
2.2.2	Role Descriptions		✓										
2.2.3	Better Deal for Residents		✓										
2.2.4 +	Role Descriptions used for Development												
2.2.5 +	Partner Bodies, Stakeholders and Own Role												
2.3.1	Modern Councillor Identifying Needs			✓									
2.3.2 +	Personal Development Planning Offered and the Majority taken up												
2.3.3 +	Modern Councillor 360 Degree Analysis			✓								✓	
2.4.1	TNA Analysis IT Needs				✓							✓	
2.4.2	Joint events supporting top team working together corporately and for development												
2.4.3+	Programme Numbers and Repeats including Outstanding Training				✓								
2.4.4 +	Community Based Leadership Outline				✓								
2.4.5 +	See 2.4.4 and Evidence 2.4.2a				✓								
2.5.1	See 2.3.1 and 2.4.1					✓							
2.5.2	Feedback on Needs Analysis												
2.5.3 +	Committee Plans feed into Corporate Plan												
2.6.1	See 1.1.5						✓						
2.6.2	Circulation Methodologies						✓						
2.6.3	See 2.6.2						✓						
2.6.4	See 1.1.5						✓						
2.6.5 +	Members Bulletins						✓						

3. Learning

Document Number	Evidence Title	Criteria			
		3.1	3.2	3.3	3.4
3.1.1	Evaluation Sheet for Events	✓			
3.1.2	Are Able To Describe The Improvements That Training And Development Have Bought To The Performance Of Individuals, Functions And The Council	✓			
3.1.3	Members Can Describe Why They Did Certain Activities, What They Learnt And What Difference I Has Made To Them Carrying Out Their Various Roles As An Elected Council	✓			
3.1.4 +	Clear Process Showing How End Of Event Evaluation Feeds Into Impact Evaluation And to Review And Development Of The Training Programme				
3.1.5 +	Evidence Of Post-Event Follow-Up Evaluation To Assess Performance Change				
3.2.1	Elected Member Can Describe How They Learnt From Or Shared Their Learning With Their Peers, Officers And Others				
3.2.2 +	Formal Process For Disseminating Information/Learning That All Members Are Aware Of And Is Useful		✓		
3.3.1	Evaluation Strategy In Place			✓	
3.3.2	Case Studies of how Learning & Development Has Impacted On Performance				
3.3.3	Political And Managerial Leadership Display A Good Understanding Of Both The Costs And Benefits Of Development Activities and Are Able to explain Why Their Commitment To Councillor Development Is Worthwhile			✓	
3.3.4 +	Reports To Top Political And Managerial Leadership Showing Regular Analysis Of Cost Of And benefits From Member Training & Development			✓	
3.4.1	Minutes of Meetings, Reports etc. Providing Examples Of Improvements To Learning				✓
3.4.2	Top Political And Managerial Leadership Can Demonstrate Continuous Improvement In The Approach To Developing People				✓
3.4.3	Elected Members And Their Representatives Can Describe What Has Been Done To Improve Development Activities Whenever Improvements Were Needed				✓
3.4.4 +	Links to Evaluation Strategy				✓

4. Supporting

Document Number	Evidence Title	Criteria				
		4.1	4.2	4.3	4.4	4.5
4.1.1	Approved duties for Carers' Allowance	✓				
4.1.2	Special Responsibility Allowances	✓				
4.1.3	Examples of Support to Carers	✓				
4.1.4	Work Life Balance Statement – Citizens	✓				
4.1.5	Councillor's Rights and Duties	✓				
4.1.6 +	Reference 4.1.5 and member Development Panel	✓				
4.1.7 +	Evidence of Support covering IT, Sec, Research and Casework					
4.2.1	Council Meetings Diary 1.1.5		✓			
4.2.2	Feedback from Members – Equality of Access					
4.2.3	Council Meetings Diary 1.1.5		✓			
4.2.4 +	Reviewing Arrangements					
4.3.1	Local Democracy Week Action Plan			✓		
4.3.2	The Youth Parliament			✓		
4.3.3	Links with Schools and Collages					
4.3.4	London Council's Website Initiative			✓		
4.3.5	London Council's Website Initiative – Campaigns			✓		
4.3.6 +	London Council's Website Initiative – X Factor pdf			✓		
4.3.7 +	London Council's Website Initiative – recruitment pdf			✓		
4.3.8 +	Let's Talk			✓		
4.3.9 +	Harrow Council MyHarrow excerpt			✓		
4.3.10 +	Business Links and Councillors					
4.4.1	Information Circulars				✓	
4.4.2	Community Leadership Training and Evidence Documents				✓	
4.4.3 +	Sharing Perspectives and Views on Policy and Changes					
4.5.1	Report on Valuing what we do support better decision making.				✓	
4.5.2 +	Identifying Income/Grant Schemes					