

Member Development Charter Implementation Plan

	Action	Action Owner	Consider by MDSG	Relevant Charter section
C.1	Develop and agree Policy statement <ul style="list-style-type: none"> • Endorsement to Group Leaders sign off by LGYH (awaited) this is to be used as a preface to the Policy Statement 	AO/DS	Ongoing Sept 09	Section 1.2
C.2	Develop and agree Member Development Strategy to include equality/access statement	DS/AO	September 09 Council October	Section 1.1 Section 5.1 Need to EIA this Evie to assist!
C.3	Develop and Agree Annual Member Development Programme ensuring activities have clearly stated purpose and objectives and take into account equality of access when scheduling/organising events and include: <ul style="list-style-type: none"> • Personal development plans for each Member • Pre Council seminars • Formal training events (general) • Formal training events (role specific) • Shared training opportunities (other Councils/partners) • External opportunities (Leadership Academy) • E-learning • Mentoring (internal/external) • Information sharing opportunities (e.g. feedback on courses/events) 	AO/DS	End June 09	Section 1.6 Section 2.4 Section 2.6 (shared learning) Section 2.7 (induction) Section 2.8 : Political and team development? Section 3.1 Section 3.2 Section 3.3 Section 3.4 Section 3.5

	Action	Action Owner	Consider by MDSG	Relevant Charter section
C4	Personal Development Plans (PDP) offered to all members <ul style="list-style-type: none"> • Ensure regular assessment of individual Member development needs measured against the Political Skills Framework • Contact Eleanor Hayward or alternative provider 	AO	August 09	Section 2.4
C5	Establish and agree clear description of role for members	DS/AO	Sept 09	Section 2.3
C5	Agree system to monitor and report PDP uptake and training attendance (for reporting to MDSG)	AO	Sept 09	
C6	Evaluation and feedback <ul style="list-style-type: none"> • Set a strategy to monitor effectiveness of induction training & personal development planning • Produce annual monitor to MDSG/Council/S Committee 	DS/AO AO	Nov 09	Section 2.9 Section 3.2 Section 4.1 Section 4.3 Section 4.4
C7	Access and Equalities EIA on the following: <ul style="list-style-type: none"> • Policy • Member Development Programme • evaluation strategy • access to meetings & decision making Review the following: <ul style="list-style-type: none"> • Allowances/support available e.g. dependent carers • IT provision 	AO EC DS	Through-out Jan 2010	Section 1.3 Section 3.4 Section 5.1 Section 5.2 Section 5.1

	<ul style="list-style-type: none">• Admin/research support• Casework support			
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	Action	Action Owner	Consider by MDSG	Notes/cross reference to Charter section
C8	<p>Communication Plan</p> <ul style="list-style-type: none"> Dissemination of Policy Statement and Member Development Policy Member Development Evaluation & Feedback Strategy Update content of web pages monthly email of training opportunities/update web pages 	<p>DS/AO</p> <p>AO</p> <p>AO</p>	Nov 09	<p>Section 1.2 Section 2.5</p> <p>Section 4.2 (info sharing)</p>
C9	<p>Role in promoting citizenship and community leadership</p> <ul style="list-style-type: none"> Develop events around Local Democracy Week led by the MDWG (resource implications?) Develop Role of Member Champions 	<p>AO</p> <p>AO/DS</p>	Sept 09	Section 5.3
C10	<p>Sign up to Member Development Charter</p> <ul style="list-style-type: none"> Sign the charter pledge Group Leaders/Chief Exec Prepare for and organise Pre-assessment visit Gathering of evidence Final assessment 	<p>AO</p> <p>AO</p> <p>AO</p> <p>AO</p>	<p>March 09</p> <p>Jan 2010</p> <p>May 09 onwards August 2010</p>	