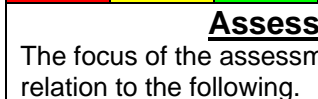



| Standard 1 Primary, Intermediate & Full Charter | A corporate Annual Member Development Plan developed in consultation with members that outlines the priority development needs, how they link to achieving the corporate objectives of the local authority; how they will be met and when. | | |
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|  | Assessment Focus The focus of the assessment will seek evidence in relation to the following. | Examples of evidence | Supporting evidence |
| 1.1 Members and officers are able to state the development priorities, and describe the process for establishing these priorities. | | <ul style="list-style-type: none"> ▪ Oral evidence from interviews with members and officers ▪ Training Needs Analysis ▪ Minutes of Full-Council meetings ▪ Minutes of Member Development Working Group or equivalent ▪ Evidence of workshops/consultation with members on development priorities ▪ Evidence that development priorities have been communicated to members, i.e. intranet/newsletter/briefing note | Audit of skills and knowledge Minutes of the working group Workshop on identifying learning needs |
| 1.2 Members and officers can describe how these priorities link to/support the Council's corporate objectives. | | <ul style="list-style-type: none"> ▪ Clear links between the Council's corporate priorities and member development priorities ▪ Oral evidence from interviews with members and officers | Evidence within the training programme |

| Standard 1 Primary, Intermediate & Full Charter | A corporate Annual Member Development Plan developed in consultation with members that outlines the priority development needs, how they link to achieving the corporate objectives of the local authority; how they will be met and when. | | |
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| <u>Assessment Focus</u> | | <u>Examples of evidence</u> | <u>Supporting evidence</u> |
| The focus of the assessment will seek evidence in relation to the following. | | | |
| 1.3 The Annual Member Development Plan includes a description of how the priorities will be met in relation to: <ul style="list-style-type: none"> - Approach/media/activities. - Timescales/milestones target dates. - Measures/outputs/outcomes - Allocated responsibility. | | <ul style="list-style-type: none"> ▪ The Annual Member Development Plan ▪ Evidence that targets are being monitored and reviewed by the Member Development Working Group or equivalent ▪ Members who have allocated responsibility can detail areas that they are responsible for | Evaluation forms are completed for all internally organised courses and reviewed by the employment committee |
| 1.4 A process for monitoring and evaluating the Annual Member Development Plan which is member led. | | <ul style="list-style-type: none"> ▪ Evaluation framework/process guidelines. ▪ Minutes of Member Development Working Group or equivalent ▪ Oral evidence from members on the Member Development Working Group or equivalent ▪ Councillor questionnaire/evaluation forms on the Annual Member Development Plan ▪ Members can describe who is responsible for implementing the Annual Member Development Plan | The learning logs will increase the evaluation of learning experiences The members working group will consider the evaluation of the programme The annual plan will be jointly organised by Members Services and Personnel |

| Standard 2 Primary, Intermediate & Full Charter | Allocation of financial resources to deliver the development needs as detailed in The Annual Member Development Plan. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | Supporting evidence | |
| 2.1 An allocated budget to deliver priorities and an established process for agreeing the budget. | <ul style="list-style-type: none"> ▪ Allocation of budget for member development ▪ Minutes of the Member Development Working Group or equivalent ▪ Minutes of Full-Council | A annual budget is allocated to member development which allows for collective and individual learning events | |

| Standard 3 Primary | An agreed approach that offers members an annual development review. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | <u>Supporting evidence</u> | |
| 3.1 A clear mechanism is in place to ensure priority needs identified through individual reviews, inform the Annual Member Development Plan. | <ul style="list-style-type: none"> ▪ Evidence that annual development reviews influence member development priorities and links can be clearly seen. ▪ Minutes of the Member Development Working Group or equivalent. | As above | |
| 3.2 Members can state their priority development needs, and how and when they will be met. They are clear about the outcomes they are seeking to achieve from agreed development opportunities. | <ul style="list-style-type: none"> ▪ Oral evidence from members. ▪ Targets established and agreed in development review meetings. ▪ Clear outcomes identified. ▪ Timeframe and targets for achieving their outcomes agreed. ▪ Clear actions for member development officers. | As above | |


| Standard 3 | An agreed approach that offers members an annual development review. | |
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| <u>Assessment Focus</u> | <u>Examples of evidence</u> | <u>Supporting evidence</u> |
| The focus of the assessment will seek evidence in relation to the following. | | |
| 3.3 A process for evaluating the development review process which is member led. | <ul style="list-style-type: none"> ▪ Evaluation framework/process guidelines. ▪ Minutes of Member Development Working Group or equivalent ▪ Oral evidence from members on the Member Development Working Group or equivalent. ▪ Councillor questionnaire/evaluation forms on the development review process. | As above |


| Standard 4 Primary (NB – This applies to newly elected members at the last election and/or through a by-election) | An induction process that includes: <ul style="list-style-type: none"> - A standardised induction for all members. - An introduction to the West Midlands Member Development Charter. - A review for new members after 6 months, which includes an evaluation of the induction process. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | <u>Supporting evidence</u> | |
| 4.1 An inclusive approach from a range of officers and members to inform the induction format/programme/ approach. | <ul style="list-style-type: none"> • Oral evidence from officers and members on the development of the induction process. • Content of the induction process. • Communication with officers and members on the content of the induction process. | A full induction programme has been offered since 1999 and will be revised and updated for 2007 | |
| 4.2 New members can detail the contents of their personal induction plan, and describe their 6 monthly review. | <ul style="list-style-type: none"> • Oral evidence from new members. • Contents of induction programme, matches Oral evidence from new members. • New Member's Handbook. • Annual Member Development Plan. | The six monthly review would be introduced after the next elections | |


| Standard 4 Primary (NB – This applies to newly elected members at the last election and/or through a by-election) | An induction process that includes: <ul style="list-style-type: none"> - A standardised induction for all members. - An introduction to the West Midlands Member Development Charter. - A review for new members after 6 months, which includes an evaluation of the induction process. | | |
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| <u>Assessment Focus</u> | <u>Examples of evidence</u> | <u>Supporting evidence</u> | |
| The focus of the assessment will seek evidence in relation to the following. | | | |
| 4.3 New members can describe the overall direction and objectives of the Council, their role, and how they contribute to achieving the overall objectives of the Council. | <ul style="list-style-type: none"> ▪ Oral evidence from new members. ▪ Intranet and other communication media with new members detailing objectives of the Council etc. ▪ New Member's Handbook. ▪ Annual Member Development Plan. | The changes to the induction programme will be reviewed by new members from the last elections to ensure that these areas are covered | |
| 4.4 New members can detail the Council's lines of responsibility and accountability. | <ul style="list-style-type: none"> ▪ Oral evidence from new members. ▪ Intranet and other communication media with new members detailing objectives of the Council etc. ▪ New Member's Handbook. ▪ Annual Member Development Plan. | As above | |


| Standard 4 Primary (NB – This applies to newly elected members at the last election and/or through a by-election) | An induction process that includes: <ul style="list-style-type: none"> - A standardised induction for all members. - An introduction to the West Midlands Member Development Charter. - A review for new members after 6 months, which includes an evaluation of the induction process. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | Supporting evidence | |
| 4.5 New members can describe the range of services available to them. | <ul style="list-style-type: none"> ▪ Oral evidence from new members. ▪ Examples of the following support services: <ul style="list-style-type: none"> ○ IT support. ○ Training Courses. ○ Mentoring. ○ Political Group support. ○ Induction sessions. ○ Democratic Services. ▪ Evidence that the above services are communicated by intranet/newsletters/New Member's Handbook. | Examples of IT support; training courses since 2003; members weekly bulletin; new members information and the distribution of the Councillors guide. Discussions with new members elected mid term | |
| 4.6 New members can describe how their immediate and ongoing learning and development needs will be met/managed. | <ul style="list-style-type: none"> ▪ Oral evidence from new members. ▪ Communication about the member development programme and services on offer. ▪ New Member's Handbook. ▪ Annual Member Development Plan. | As above | |


| Standard 4 Primary (NB – This applies to newly elected members at the last election and/or through a by-election) | An induction process that includes: <ul style="list-style-type: none"> - A standardised induction for all members. - An introduction to the West Midlands Member Development Charter. - A review for new members after 6 months, which includes an evaluation of the induction process. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | Supporting evidence | |
| 4.7 A process of evaluating induction which is member led. | <ul style="list-style-type: none"> ▪ Evaluation framework/process guidelines. ▪ Minutes of Member Development Working Group or equivalent ▪ Oral evidence from members on the Member Development Working Group or equivalent. ▪ Councillor questionnaire/evaluation forms on the induction process. | Evaluation has taken place after each induction programme and been reported to members | |


| Standard 5 Primary, Intermediate & Full Charter | An approach to member development that seeks to attract a diversity of elected members and supports their specific development needs. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | <u>Supporting evidence</u> | |
| 5.1 Members and officers can describe the authorities approach to achieving this. | <ul style="list-style-type: none"> ▪ Oral evidence from members and officers ▪ Approach detailed in Annual Member Development Plan or equivalent document ▪ Consultation with members and officers on approach to diversity in member development ▪ Times and location of training sessions etc. ▪ Childcare arrangements ▪ Engagement with external bodies representing under represented communities of interest | Minutes of the working group identifying the needs to accommodate different learning styles; varying dates and times. | |
| 5.2 Members and officers can state the impact of the measures it has taken to date. | <ul style="list-style-type: none"> ▪ Oral evidence from members and officers ▪ Achievements detailed in newsletter/intranet etc. ▪ Clear evidence that outcomes are as a result of action taken through approach to diversity in member development | Evaluation evidence | |

| Standard 5 Primary, Intermediate & Full Charter | An approach to member development that seeks to attract a diversity of elected members and supports their specific development needs. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | Supporting evidence | |
| 5.3 A clearly defined improvement plan in place. | <ul style="list-style-type: none"> Improvement plan or equivalent documentation in Annual Member Development Plan etc. | The group has proposed that a letter could be sent by the council to new members employers explaining the need for time off to undertake development activities | |
| 5.4 A process for monitoring and evaluation which is member led. | <ul style="list-style-type: none"> Evaluation framework/process guidelines Minutes of Member Development Working Group or equivalent Oral evidence from members on the Member Development Working Group or equivalent Councillor questionnaire/evaluation forms on the approach to attracting a diverse mix of elected members | Evaluation process | |

| Standard 6 Primary, Intermediate & Full Charter | A process to ensure officers and members involved in supporting the implementation of the Charter, receive appropriate training/support to carry out their responsibilities. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | <u>Supporting evidence</u> | |
| 6.1 A clear process for the identification of members and officers who undertake this role. | <ul style="list-style-type: none"> ▪ Oral evidence from members and officers ▪ Minutes of Member Development Working Group or equivalent ▪ Minutes of Senior Management Team meetings/Political Group Leaders meetings or equivalent | Minutes of the Members Development working group and Employment Committee | |
| 6.2 Members and officers can describe their roles and responsibilities. | <ul style="list-style-type: none"> • Oral evidence from any member or officer involved in supporting the implementation of the West Midlands Member Development Charter • Job descriptions for members and officers | Minutes of the working group | |

| Standard 6 Primary, Intermediate & Full Charter | A process to ensure officers and members involved in supporting the implementation of the Charter, receive appropriate training/support to carry out their responsibilities. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | Supporting evidence | |
| 6.3 Members and officers can describe how they are supported in undertaking this role. | <ul style="list-style-type: none"> ▪ Oral evidence from members and officers ▪ Financial support ▪ Mentoring support ▪ Liaison with member development officers in other authorities ▪ Attendance at WMLGA Member Charter events | Attendance at WMLGA charter events; use of Knowledge Engine to share best practice and gain support | |
| 6.4 A process for monitoring and evaluation, which is member led. | <ul style="list-style-type: none"> ▪ Evaluation framework/process guidelines ▪ Minutes of Member Development Working Group or equivalent ▪ Oral evidence from members on the Member Development Working Group or equivalent ▪ Councillor questionnaire/evaluation forms on the support offered to members and officer involved in supporting the implementation of the Member Charter | Evaluation process | |

| Standard 7 Primary, Intermediate & Full Charter | A mechanism to evaluate the overall effectiveness of the member development process. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | Supporting evidence | |
| 7.1 Members and officers can describe the process for evaluating member development. | <ul style="list-style-type: none"> ▪ Evaluation framework/process guidelines on evaluating member development ▪ Minutes of Member Development Working Group or equivalent ▪ Oral evidence from members on the Member Development Working Group or equivalent ▪ Councillor questionnaire/evaluation forms on the development review process ▪ Consultation with all members and appropriate officers on member development ▪ Communication with members on the outcomes of the evaluation of member development | More development is needed in this area | |
| 7.2 The outcomes and impact of the authority's investment in member development can clearly be demonstrated. | <ul style="list-style-type: none"> ▪ Achievements are communicated to all members and appropriate officers ▪ Achievements and outcomes can be clearly linked to the authority's investment in member development | | |

| Standard 7 Primary, Intermediate & Full Charter | A mechanism to evaluate the overall effectiveness of the member development process. | | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | <u>Examples of evidence</u> | Supporting evidence | |
| 7.3 Improvements made arising from the evaluation process can clearly be stated. | <ul style="list-style-type: none"> ▪ Clear evidence that the member development evaluation process has resulted in improvements | | |
| 7.4 The evaluation process is member led. | <ul style="list-style-type: none"> ▪ Oral evidence from members ▪ Minutes from relevant Council meetings ▪ Minutes from the Member Development Working Group or equivalent | | |

| Standard 8 Primary and Intermediate | | Allocated officer(s) support to ensure the delivery of all the above aspects of member development. | |
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| <u>Assessment Focus</u> | | <u>Examples of evidence</u> | <u>Supporting evidence</u> |
| The focus of the assessment will seek evidence in relation to the following. | | | |
| 8.1 The allocated officer(s) can describe their role and responsibility and how they were allocated to working on member development. | | <ul style="list-style-type: none">▪ Oral evidence from Officer(s) allocated to supporting member development▪ Evidence of allocation of officer(s) support through development review /management plan or equivalent.▪ Minutes of the Member Development Working Group or equivalent agreeing allocation. | Roles are clearly defined and can be described by the officers involved |
| 8.2 The allocated officer(s) can describe how they are supported in undertaking this role. | | <ul style="list-style-type: none">▪ Oral evidence from Officer(s) allocated to supporting member development▪ Details of financial support.▪ Mentoring support.▪ Liaison with member development officers in other authorities.▪ Attendance at WMLGA Member Charter events.▪ Evidence of support from Political Group Leaders and Senior Management Team. | Evidence from training courses; support from political groups and Chief Executive |

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| Standard 8 Primary and Intermediate | | Allocated officer(s) support to ensure the delivery of all the above aspects of member development. | |
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| <u>Assessment Focus</u> The focus of the assessment will seek evidence in relation to the following. | | <u>Examples of evidence</u> | Supporting evidence |
| 8.3 Members can identify the allocated officer(s) and describe their role. | | <ul style="list-style-type: none">▪ Oral evidence from members.▪ Details in member's handbook and on intranet about who is responsible for supporting them in their training and development. | All new members are provided with details of the support available from Members Services; IT services and Personnel before and during induction process |
| 8.4 A process for monitoring and evaluation which is member led. | | <ul style="list-style-type: none">▪ Oral evidence from members about the evaluation of the allocation of support for Members.▪ Minutes from relevant Council meetings.▪ Minutes from the Member Development Working Group or equivalent.▪ Consultation with Member Development Officer(s). | Evaluation process |