

**ACHIEVING THE WLGA CHARTER ACTION PLAN**

Requirement	Serial	Action	Target Date	Responsible	Notes
<b>B2 Arrangements are in place for all members to be offered a PDR.</b>	1	Engage with internal expertise among members and officers (HR leads, members with experience in this area) to improve the existing approach.	31-Mar-23	HDS	
	2	Liaise with Group Leaders, Whips and senior salary holders regarding proposed approach and seek feedback to optimise the likelihood of successful approval, implementation and use.	31-Dec-23	HDS	
	3	Democratic Services Committee to consider feedback and agree any revisions to the approach. Democratic Services Committee to recommend PDR to Council for approval and adoption	Jan-24	Democratic Services Committee	
	4	PDR Process implemented (subject to Council approval)	1-Sep-24	All	Including training for “suitably qualified” persons
<b>B4 Prospective candidates, candidates and new members are informed of their role and responsibilities.</b>	5	Develop Potential Candidate Event outline and schedule in liaison with Elected Members and political group whips	30-May-24	HDS	
	6	Liaise with Communications and Media team to develop a communications plan to promote the Potential Candidate event	30-May-24	HDS	
	7	Democratic Services Committee to consider developed content, schedule and communications plan for potential councillor event	Nov 25	Democratic Services Committee	
	8	Implement Potential Candidate session	31-May-25	All	
<b>B8 Members are</b>	9	Elected Members consulted to identify: <ul style="list-style-type: none"> <li>Requirements for Mentoring</li> </ul>	31-Mar-23	HDS	

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<b>offered the opportunity to be mentored by Member peers.</b>		<ul style="list-style-type: none"> <li>Members interested in becoming Mentors</li> <li>Any feedback on the existing processes</li> </ul>			
	10	Democratic Services Committee to receive update of existing Mentoring arrangements and determine any improvements that are necessary.	Jun-23	Democratic Services Committee	
	11	Mentoring process documented and used to: <ul style="list-style-type: none"> <li>promote member mentoring</li> <li>encourage Members to become Mentors</li> <li>support wider mentoring and shadowing opportunities</li> </ul>	31-Dec-23	HDS Group Leaders/Whips	
<b>D2 Information resources are provided</b>	12	Develop prototype "Members Portal" on the intranet which will contain relevant information to Members including: <ul style="list-style-type: none"> <li>MES Portal</li> <li>Modern.gov link</li> <li>Forms and guides</li> <li>Key activities and events</li> </ul>	31-Mar-23	HDS	
	13	Democratic Services to consider prototype and determine any improvements necessary for effective use	Jun-23	Democratic Services Committee	
	14	Members Portal implemented and promoted to all members	30-Sep-23	HDS	
<b>All Requirements</b>	15	Review all WLGA Charter requirements and collate evidence in preparation for submission of Charter application to WLGA	31-Mar-25	HDS	

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	16	Democratic Services Committee to consider identified changes to the charter as a result of the WLGA review and an updated action plan for the submission of the Charter application	Jun-23 (TBC)	Democratic Services Committee	
	17	Submit application for WLGA Charter	31-Mar-24	HDS	