

## **MEMBER DEVELOPMENT WORKING GROUP – DRAFT TERMS OF REFERENCE**

### **1. Purpose**

The purpose of the Member Development Working Group (MDWG) is to monitor, endorse and review member development, to ensure that councillor training is effective and training needs are understood. The MDWG is also responsible for reviewing the Member Development Strategy to ensure it is kept up-to-date and in line with best practice.

### **2. Status**

The Member Development Working Group is a working group of Council and shall provide an annual report to the Audit and Standards Committee. The Member Development Working Group will not have Sub-Committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Member Development Working Group will be established on a cross party basis.

### **3. Areas of focus**

The Member Development Working Group will focus on reviewing matters related to member development. It is informed by the principles enshrined in the Member Development Strategy and is tasked with the following:

- To champion and promote learning and development among members.
- To agree a draft Member Development Programme annually.
- To identify needs and develop suitable learning opportunities
- To assess the effectiveness of training to ensure that training is delivered to a high standard and offers value for money.
- To ensure that councillors have the necessary skills and knowledge to carry out their community leadership roles as effectively as possible.
- To ensure equal access for all Councillors to training and development opportunities.

### **4. Reporting**

The Member Development Working Group will report to the Audit and Standards Committee annually, with a report detailing member development matters for the previous year and any recommendations for the year ahead.

### **5. Membership**

Due to the apolitical nature of member development, each political group sitting on the Council will be invited to appoint one member to the Member Development Working Group. Members will be nominated to the Working Group by Group Leaders and nominally appointed at the Annual Council meeting.

Members appointed to the Member Development Working Group will be limited to a two-year consecutive term, to encourage buy-in and ownership from a wide range of members but also to allow an element of continuity for the group's work.

## **6. Meetings and ways of working**

The Member Development Working Group will meet at least twice per municipal year in order to:

- i. review matters raised relating to member development for the previous year
- ii. review the Member Development Strategy to ensure its fit for purpose
- iii. to endorse the Member Development Programme for the year ahead
- iv. to make recommendations by way of an annual report to the Audit and Standards Committee.