

Member Development Working Group

TERMS OF REFERENCE

BACKGROUND	The Member Development Working Group was appointed at Annual Council on 27 th May 2005
PURPOSE	Informal Elected Member group to provide focus for member development for the Council. The group will help to formulate, implement, monitor and evaluate member development, ensure the Member Development Plan's ongoing review and work towards continuously improving the competency of Rossendale Borough Council members. The group will also oversee Members' Services provision, act as a forum to consider Members' day to day concerns and suggestions and enable members to be consulted about new developments at an early stage.
FREQUENCY OF MEETINGS	4 – 5 times per annum.
QUORUM	The group will be quorate when at least two of the elected members are present.
SUPPORT TO THE GROUP	The group will be supported in its work by the Democratic Services Team
OBJECTIVES	<ol style="list-style-type: none"> 1. Provide strategic direction 2. Strategically monitor / prioritise development plan activities 3. Strategically monitor training budget 4. Strategically review training outcomes 5. Ensure link to Council aims / priorities / objectives 6. Ensure Elected Member lead 7. Develop policy statement 8. Develop Elected Member Development Programme 9. Promote development opportunities 10. Identify development needs (individual & Council) 11. Lobby political groups

	<ol style="list-style-type: none"> 12. Ensure cross-party communication 13. Share learning best practice 14. Ensure and promote accessibility 15. Promote diversity 16. Demonstrate continuous improvement 17. Identify learning objectives 18. Induction programme 19. Identify budget 20. Promote democracy & citizenship. 21. Act as a forum for Member concerns and issues 22. Develop and oversee a Member complaints process 23. Oversee Members' Services provision, including the monitoring of performance and development of provision
--	--

SCOPE	<p>Elected Member Learning & Development Organisational development Members' Services issues</p>
--------------	--

MEMBERSHIP	<p>Total 5 Elected Members. Comprising, Executive Member with portfolio for Human Resources and Member Development . Remaining (4) membership to be politically proportionate and reflect the various roles of elected members.</p>
-------------------	---

REPORTING	<p>Notes from Member Development Group meetings will be submitted to Elected Member Representatives to communicate with their Party Group colleagues.</p> <p>Reports of the group are to be submitted as appropriate. It is anticipated that reports prepared on behalf of the group will be on issues of corporate concern.</p>
------------------	--

DELIVERABLES	<ul style="list-style-type: none"> • Elected Member Personal Development Plans • Elected Member Development Strategy • Elected Member Learning and Development Programme • Elected Member role descriptions • Elected Member Handbook • Pre-Candidate event • Induction Strategy
---------------------	---

	<ul style="list-style-type: none">• Leadership and capacity building• Evaluation / improvement Strategy
--	--