

Appendix 3: ToR

Governance & Audit Committee – Member Development Group

Terms of Reference

1. Background

- 1.1 The Governance and Audit Committee is responsible for the monitoring of Member Development and has committed to receiving an annual report in order to maintain oversight.
- 1.2 Following the meeting of Governance & Audit Committee in June 2017, it was agreed that Member Development would be reviewed with the aim of improving attendance, providing relevant and engaging sessions and demonstrating the benefit of such development sessions for all Members.
- 1.3 A report was presented to Committee in June 2018 in which it was suggested that the Member Development Plan be re-written and a Member Development Group be created in order to have Member involvement with the updated Member Development Plan, this was subsequently agreed.
- 1.4 Throughout the 2018/19 municipal year, the Member Development Group was focussing on the Induction Programme for May 2019, following the all-out elections. With this concluded, the wider aims of improving attendance and offering alternative options can be explored.

2. Purpose of the Member Development Group

“To provide Member involvement and guidance for the re-write of the Member Development Plan and ongoing contribution to the Annual Report.”

3. Scope and Focus of the Work

- 3.1 The group will be expected to be involved with finalising the schedule of statutory sessions for the coming four-year term, following the conclusion of the 2019 Induction Programme.
- 3.2 The group will be involved in considering how to provide a suitable induction period for those Councillors who join the council through by-elections.
- 3.3 Focus will also move towards identifying alternative methods of delivery in order to maximise attendance numbers for provided sessions.
- 3.4 There will be ongoing work with regard to Member engagement, identifying areas of development not included in the statutory four year plan and reviewing development data in order to provide an annual report to Committee.

Appendix 3: ToR

4. Methodology

1. To review previously provided development sessions including those delivered through the 2019 Induction Programme, with a view to considering ongoing relevance of such sessions.
2. To understand the balance of statutory sessions vs information sessions and the balance of returning Councillors vs newly elected candidates.
3. To review attendance figures and ascertain main obstacles with a view to identifying, and testing, alternative delivery options.
4. To work with colleagues to improve Member engagement at provided sessions.
5. To assess development provision on an annual basis, to include feedback scores, attendance records and Member satisfaction.

5. Outcomes

- 5.1 To demonstrate increased attendance at development sessions.
- 5.2 To improve Member satisfaction scores by providing relevant and engaging sessions.
- 5.3 To provide development opportunities for Members in a variety of ways, such as online resources or via modern.gov.
- 5.4 To produce an annual report for G&A Committee as per current arrangements.
- 5.5 To maintain a comprehensive Member Development Plan which highlights the commitment of the Council in relation to Member development and also details what is expected from all involved.
- 5.6 To initiate and continue a rolling 'wish list' of development sessions, identified by Members, to be considered on an annual basis for inclusion in the four year plan and in line with the current annual report to G&A Committee

6. Membership of the Group

- 6.1 All Members have been invited to be involved with the group. It was agreed that there should be the opportunity for membership across all political parties and for both newer and more established Councillors to be involved. Core membership has since been identified as Councillors J. McNeill (Chairman of G&A), M. Devine, C. Grimble, K. Panter, D. Rodgers, B. Waller and A. Welburn. Councillors P. Howitt-Cowan, A. White, S. Bunney and S. England will be invited as reserve members should anyone be unable to attend a meeting. All

Appendix 3: ToR

Member Development Group will be available to all Councillors and comments and suggestions will be welcomed in advance of each meeting.

The group will be supported by officers as appropriate.

7. Timescales

7.1 The annual report will be presented to G&A Committee in October 2019 and will include analysis of the Induction Programme feedback, a programme of statutory development sessions for the coming four years and a timeline of agreed actions.

7.2 Further time scales for the group will be agreed as per the annual report.

8. Frequency of meetings

8.1 It is suggested that the group meets in early September 2019, with subsequent meeting dates to be set in line with the above.

8.2 It is suggested that the group meets on average 3 – 4 times a year to maintain work on delivery methods, Member engagement and the annual report.