

# Member Development Group

## Terms of Reference – Approved by Governance & Audit Committee *[insert date of meeting]*

### 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 In June 2018 the Committee approved the creation of the Member Development Group in order for there to be Councillor involvement with West Lindsey District Council's development plan for Members, including but not limited to, the Full Induction Programme which is delivered every four years after the all-out council elections.

### 2 Purpose of the Member Development Group

- 2.1 To provide Member involvement and guidance for the delivery of Councillor training and development opportunities, including, but not limited to:
  - the four yearly Full Induction Programme,
  - the Member Development Plan,
  - contribution to the Member Development Annual Report as presented to the parent Committee.
- 2.2 The Member Development Group shall be expected to advise on matters such as:
  - delivery methods,
  - Member engagement / rates of attendance,
  - training requests and/or suggestions.

### 3 Membership of the Group / Chairmanship / Appointments

- 3.1 The Group shall comprise up to 7 cross party Councillors, including the serving Chairman of the Governance & Audit Committee.
- 3.2 The remaining membership may be drawn from across the entire Council, but should aim to ensure suitable representation of all Councillors *[for example, include newly elected **and** returning Councillors, reflect geographical spread, reflect 'other responsibilities' such as full-time work]*.

- 3.3 Membership shall be appointed at the first Annual Council meeting following all-out elections and shall run for each four-year term of office, with the exception of the serving Chairman of the Governance & Audit Committee, as the Councillor holding this position may change during that time.
- 3.4 The Chairman and Vice-Chairman of the Group shall be appointed at the first meeting of the Group after all-out elections. For reasons of continuity, these appointments will stand for the duration of each four-year term, except for in the event of change to the membership of the Group.
- 3.5 Should membership of the Group be required to change for any reason other than change of the Chairman of the Governance and Audit Committee, appointment to arising vacancies shall be reported for approval by the parent Committee.
- 3.6 Should the situation arise where there is no longer need of the Group, disbandment will require resolution by Full Council.

#### **4 Frequency of Meetings and Quorum**

- 4.1 The first meeting of the group following all-out elections shall be held no later than three months after the meeting of Annual Council.
- 4.2 In recognising that there are times of increased or decreased need for input, the frequency of meetings shall be determined by the Group as needed, however, the Group should meet at least once every four months.
- 4.3 Meetings shall be called with at least 14 days' notice, and meeting papers shall be distributed with at least five days' notice.
- 4.4 Where a Member of the Group fails to attend two consecutive meetings of the Group without having given due reason for their absence or apologies, the Chairman of the Group shall have the ability to write to the parent Committee to express concerns regarding an individual's behaviour.
  - 4.4.1 Such concerns will be considered at the parent Committee Chairs briefing and it will be in the Chairman's gift to determine whether a request is made to the parent Committee to revise the membership accordingly.
  - 4.4.2 Where non-attendance relates to the Chairman of the Group, the Member Development Group as a whole will have the same rights as set out above.
- 4.5 The quorum for a meeting shall be **three** Members of the Group.
- 4.6 Regular in-quoracy will be reported to the parent Committee Chairs briefing.

**5 Reporting Lines and Accountability**

- 5.1 The Member Development Group is directly responsible to the Governance and Audit Committee and shall report back to the parent Committee no less than once a year. Additional reports may be required and/or requested by the parent Committee.
- 5.2 The Member Development Group has no decision-making powers but may make recommendations to the Governance and Audit Committee.

**6 Resources and Review**

- 6.1 The Group shall be supported by the Civic Engagement and Member Development Officer in the first instance, with additional support available within the Democratic Services team to provide information, guidance and assist with logistics.
- 6.2 These Terms of Reference shall be reviewed annually by the Group, with approval sought from the parent Committee should any amendments be identified.

DRAFT

<b>Document Reviewed / Approved</b>		
Group / Committee	Date	Officer Initials
G&A Cttee	11/06/24	