



AGENDA ITEM: 5

**CORPORATE AFFAIRS COMMITTEE
19 APRIL 2006**

MEMBER DEVELOPMENT WORKING GROUP – TERMS OF REFERENCE

RICHARD LONG, DIRECTOR OF LEGAL & DEMOCRATIC SERVICES

PURPOSE OF REPORT

1. To agree the terms of reference in respect of the Member Development Working Group.

BACKGROUND

2. During 2004-2005 an informal Member Development Working Group was established in order to oversee matters relating to Members development.
3. During 2005-2006 the Working Group agreed that the Council should seek renewed Charter status in respect of the revised I&DeA and NEREO (North East Regional Employers Organisation) Member Development Charter. The Council had previously signed up to the original I&DeA Charter in 2001. With the revised Charter, the Council will be required to meet certain standards in order to gain Charter status. It was also decided to pursue IIP (Investors in People) status in respect of Members, as part of the corporate IIP programme.
4. In order to meet the requirements of the Member Development Charter, the Member Development Working Group needs to be constituted on a more formal basis.
5. The Working Group is currently chaired by the Chair of the Council. In 2005, the post of Councillor Advocate was removed from the constitution and the Chair of the Council was given lead responsibility for overseeing Member development, and acting as Member development champion. The Working Group also comprises the Deputy Mayor and all Group Leaders. Officer membership comprises the Members' Office Manager, the Members' Resources Team Manager and the Chief Executive's Office Manager, all of whom have responsibility for ensuring that the Member Development Strategy and the Annual Member Development programme are implemented in accordance with Members' wishes. It is recommended that the newly constituted Member Development Working Group continues with the same membership.

6. Constituting the Member Development Working Group on a formal basis will require adoption of terms of reference in relation to the Working Group, and a mechanism for the Working Group to report on its progress.
7. In respect of the terms of reference, draft terms of reference are attached at Appendix 1 for consideration by Committee.
8. In respect of formal reporting mechanisms, it is recommended that the Member Development Working Group reports to the Council's Standards Committee. The Standards Committee has a statutory responsibility to oversee Member development in respect of standards, ethics and probity matters. It would therefore appear logical to require the Standards Committee to oversee all Member development activities.

RECOMMENDATIONS

9. That the terms of reference attached at Appendix 1 to this report be approved.

AUTHOR: CHRIS DAVIES
MEMBERS' OFFICE MANAGER

TEL NO. 729704

TERMS OF REFERENCE

Member Development Working Group

Membership:

Chair: Chair of the Council

Members: Deputy Mayor, all Group Leaders

Officers: Members' Office Manager, Members' Resources Team Manager, Chief Executive's Office Manager

Terms of Reference

The Member Development Working Group is an informal Working Group comprising Members and Officers of the Council. The Group is Chaired by the Chair of the Council, who has the role of Member Development Champion.

The Member Development Working Group is responsible for:-

- 1 Developing and reviewing the Member Development Strategy
- 2 Developing, monitoring and reviewing the annual Member Development Programme
- 3 Providing strong leadership and guidance to officers in respect of all Member Development issues
- 4 Promoting best practice in respect of Member Development amongst all elected Members of the Council
- 5 Encouraging the highest level of participation by all Members in the Member Development Programme, in respect of the Strategy, and in relation to Personal Development Plans (PDPs)
- 6 Ensuring that the Council reaches and maintains the required level of skills, competence's and practices to achieve I&DeA Charter status, and IIP status in connection with elected Members.

The Member Development Working Group reports to the Standards Committee.

