

## GOVERNANCE COMMITTEE

20 SEPTEMBER 2012

### REPORT OF HEAD OF COMMUNICATIONS

#### MEMBER DEVELOPMENT STEERING GROUP : TERMS OF REFERENCE

#### 1.0 PURPOSE OF REPORT

- 1.1 To consider revised Terms of Reference of the Member Development Steering Group.

#### 2.0 RECOMMENDATIONS

- 2.1 To approve the revised Terms of Reference of the Member Development Steering Group.

#### 3.0 KEY ISSUES

- 3.1 A cross-party group was formed in July 2009 and the group has been meeting regularly since then to take Member Development forward.
- 3.2 The current membership of the group is Councillors Chandler (Chair), Douglas, Dungworth, Holmes, Manderson and Posnett.
- 3.3 New Terms of Reference were considered and approved by the Member Development Steering Group at its meeting held on 31 May 2012 and these are attached for consideration at Appendix A.
- 3.4 The changes are self-explanatory however it may be useful to note the main reasons which are as follows :-
  - (a) Following the Councillor Induction Survey that was carried out in late 2011, it was noted that new some new Councillors had mentioned that they came into the role without knowing much about it and would have liked more information on what being a Councillor involved. Therefore the Group is working on addressing this through more website information, offering shadowing existing Councillors, encouraging prospective Councillors to attend meetings before standing for election and nearer the next election, getting involved in talking/sending information to local groups/organisations etc.
  - (b) To recognise that there is no longer a formal Leicestershire & Rutland Member Development Group however Members do attend an East Midlands Member Development Network and the group is open to linking and sharing learning opportunities with other authorities as they arise.
- 3.5 Regular updates on the work of the group are included in the Chair's article in each issue of the Member's Bulletin.

#### **4.0 POLICY AND CORPORATE IMPLICATIONS**

4.1 The formation of a cross-party Member Development Steering Group with revised Terms of Reference are key building blocks for best practice in Member Development and assists the Council in meeting national standards that will lead to better performance as knowledge and skills are developed.

4.2 Member Development is about ensuring that Councillors are equipped with the necessary skills to carry out their community leadership roles.

#### **5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

5.1 Any financial and staffing implications will be met from existing resources.

#### **6.0 LEGAL IMPLICATIONS/POWERS**

6.1 There are no legal implications.

#### **7.0 COMMUNITY SAFETY**

7.1 Achieving a high standard of Member Development can only benefit community safety issues.

#### **8.0 EQUALITIES**

8.1 The Terms of Reference will involve all Members and does not discriminate on any unjustifiable grounds.

#### **9.0 RISKS**

9.1 There are no significant risks associated with this report.

#### **10.0 CLIMATE CHANGE**

10.1 The Steering Group is promoting electronic learning and access to ICT training to help Councillors become more computer literate and have less reliance on hard copy information.

#### **11.0 CONSULTATION**

11.1 The Member Development Steering Group has been involved in the development of the Terms of Reference.

#### **12.0 WARDS AFFECTED**

12.1 All indirectly.

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Contact Officer: Sarah Evans, Senior Democracy Officer  
Date: 10 September 2012  
Appendices : A – Member Development Steering Group Terms of Reference  
Background Papers: East Midlands Councillor Development Charter standards  
Reference : X:\Governance\2012 13\200912