

Member Development Group Terms of Reference



Purpose

- To develop and oversee the Member Development Programme at Melton Borough Council.
- To Develop and implement a Member Development Framework.

Membership

Elected Members (3)

- The Leader of the Council/Portfolio Holder for Corporate Governance, Access and Engagement*
- Elected Member (Conservative Group)
- Elected Member (Opposition Group)

* The Leader may attend or may nominate the Portfolio Holder for Corporate Governance, Access and Engagement to attend in his/her place.

Officers

- Democratic Services Manager

Chair

The meeting will be chaired by the Leader of the Council/ Portfolio Holder for Corporate Governance, Access and Engagement.

Substitution

There will no right of substitution on this group. Where a member is unable to attend a meeting the Democratic Services Manager should be notified.

Meeting Frequency

Meeting will take place quarterly. Dates will be agreed by the members.

Scope/Remit

- To Develop the Member Development Framework for Melton Borough Council (To be approved by the Audit and Standards Committee);
- To identify the development needs of Members and develop the Elected Member Development Programme in accordance with identified requirements, the agreed Framework and budgetary constraints;
- To ensure linkage to Council aims, priorities and objectives;
- To promote development opportunities, review outcomes and evaluate the effectiveness of the Development Programme;
- To promote member engagement and participation and report on attendance;
- To demonstrate continuous improvement;
- To proactively encourage opportunities for prospective Councillors to understand the role of Councillor before standing for election;
- To agree the Induction Programme;
- A nominated member of the group to attend the East Midlands Councils Member Development Group where appropriate;
- To provide an annual report to the Audit and Standards Committee setting out the Member Development events held throughout the year and the Programme for the forthcoming year.