

Member Development Steering Group

Terms of Reference

Role and Function

The role of the Member Development Steering Group (“the Steering Group”) is to:

- provide cross-party strategic leadership to member learning, development and support so as to enable members to help deliver the Wirral Plan and the Pledges;
- ensure all members have the requisite skills, knowledge and attributes to be able to meet their varied duties and responsibilities;
- actively promote, encourage and oversee member culture, development and support;
- explore, research, gather insight, examine and develop and implement new innovative methods, approaches and initiatives to improve member culture, development and support.
- drive continuous improvement in member culture, development and support within political groups.
- Specifically:

1. Training and Development

- 1.1 Review, and recommend to the relevant Cabinet Member for consideration, changes/proposals in respect of the ‘Approved Duties’ definition within the Members Allowances Scheme.
- 1.2 Identify, review and agree core member development, training and skills requirements/needs.

2. Champion and Promote Learning

- 2.1 Act as a champion for Member learning and development.
- 2.2 Encourage engagement of members in their learning and development.
- 2.3 Encourage members to identify individual development needs linked to the Council’s priorities and objectives through Personal Development Plans (‘PDPs’).

- 2.4 Identify, promote and encourage national, regional and local learning and development opportunities for members.

3. Monitor and Evaluate Training

- 3.1 Monitor the level of learning and development activity undertaken by members and political groups.
- 3.2 Encourage and evaluate feedback following learning and development training, events, activities and/or arrangements.
- 3.3 Evaluate the value for the council and the individual through undertaking learning and development training, events, activities and/or arrangements..
- 3.4 Support the accreditation of the Members Charter or other external validation.

4. Member Induction

- 4.1 Oversee Elected Member Induction arrangements, including training, peer support, local/national development programmes.
- 4.2 Approve requisite civic/legal requirements in relation to Elected Member Acceptance of Office Declarations.

Membership

The Steering Group shall consist of:

- Four Members from the Labour Group;
- Two Members from the Conservative Group; and
- One Member from the Liberal Democrat Group.

Members of the Steering Group shall also be their respective political group “Member Development Champion(s)” and as such shall proactively support the work of the Steering Group and drive continuous improvement with regards to member culture, development and support.

Any Member of the Steering Group is entitled to nominate a deputy (from the membership of their respective political group) to attend meetings of the Steering Group on his/her behalf.

Meetings

The Working Group shall meet as frequently as considered necessary.

Chairperson

The Chairperson and Vice-Chairperson shall be appointed by the Steering Group members at its first meeting in the Municipal Year.

Quorum

Meetings of the Steering Group shall be quorate providing the Chairperson (or Vice-Chairperson) and at least three other Steering Group members (of their deputies) are in attendance.

Access to Information

Meetings of the Steering Group shall be held in private and the provisions relating to Access to Information shall not apply.

Administration

The Steering Group shall be administered and supported by the Monitoring Officer, Committee Services and HR/OD as appropriate.