Member Support Steering Group

Draft Terms of Reference

Role and Function

The role of the Member Support Steering Group ("the Steering Group") is to:

- provide cross-party strategic leadership to member learning, development, support so as to enable members to help deliver the Wirral Plan and the Pledges;
- provide cross-party strategic leadership to the member ICT offer to ensure that equipment, software and systems used by members enables them to effectively undertake their duties;
- provide oversight on the development of the Member Portal;
- 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.

Responsibilities

1. Training and Development

1.1. Review and recommend to the Constitution and Standards Committee 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.

1.3. Assess requests for training and inform the Head of Democratic Services on the suitability of the request.

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. 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.

4. Member Induction

4.1. Inform Elected Member Induction arrangements, including training, peer support, local/national development programmes.

4.2. Monitor the ongoing support for newly inducted members.

5. Member ICT

5.1. Oversee the ICT offer to members including equipment, devices, software and systems.

5.2. Encourage members to use the Member Portal and provide feedback on its functionality.

Membership

The Steering Group shall consist of:

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

Members of the Steering Group shall also be their respective political group "Member Development and ICT 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, and act as a point of contact to raise wider ICT issues.

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 two other Steering Group members (or 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, Democratic and Member Services and HR/OD as appropriate.