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## **Change to the terms of reference of the Member Development Group**

### **Part 3, Appendix 7 of the Constitution**

(Changes shown in bold, italic text)

#### **Member Development Group**

##### **Constitution**

An advisory body to the Governance Committee on all aspects of member roles and the training and development needed by members to undertake their work on the County Council.

##### **Note:**

Members of the Group will be appointed by the Governance Committee after consultation with Group Leaders and will reflect the principles of proportionality (current size 10 members, quorum is three).

The County Vice-Chairman and a Cabinet Member nominated by the Leader will be ex-officio members.

The Chairman will be elected by the Group.

##### **Terms of Reference**

1. To be the custodian of all aspects of the member role and its development.
2. To be proactive in making plans and proposals for member development as part of the corporate planning process, to address all emerging issues and work-streams of importance to the membership.
3. To have ownership of the annual training and development programme for the membership, so as to enable members to undertake their roles effectively and to ensure that training and development are aligned to member priorities.
4. To consider and prioritise topics for learning and development for all members ensuring that arrangements meet member expectations and requirements.
5. To monitor and review the effectiveness of the member development programme to inform the planning and prioritisation of the programme.
6. To have ownership of the all-member survey, to be undertaken at regular intervals, to provide intelligence on all aspects of the member role, capacity, support and training needs and to use the findings to inform the training and development programme.
7. To have ownership of the induction programme and materials for the new Council following elections, with priority areas being highlighted through the group's on-going work and member feedback and to evaluate the success of the programme and ensure that learning points inform future programmes.
8. To oversee expenditure against the member training budget.

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- 9. *To oversee the Council's participation in the Councillor Development Charter and Charter Plus and to monitor the effectiveness of all aspects of the Charter.***

**Reporting Arrangements**

The Chairman shall provide a regular report to the Governance Committee regarding the work of the Group, member development activities and member training and development priorities and plans.