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## **Member Development Steering Group**

**6 May 2009**

Report of the Head of Civic Legal and Democratic Services

### **Terms of Reference and 2009/10 Annual Work Plan for the Steering Group**

This report sets out the proposed Draft Annual Work plan 2009 for the Member Development Steering Group

#### **Background**

1. The Member Development Steering Group and the associated terms of reference were established on a 1:1:1 basis at the meeting of Full Council on 2 April 2009. This was the first step in the Council's progress towards achieving I&DeA Charter Status and improving its approach to the provision of development opportunities for elected members.

#### **Terms of Reference**

2. At its meeting on 2 April 2009 Council agreed the terms of reference set out in Annex A to this report which serves to guide the Steering Group in its purpose and aims with regard to Member Development and working towards achieving Charter Status.

#### **Annual Work Plan**

3. In order to manage how the Council works towards achieving Charter Status, one of the first tasks for the Steering Group is to agree an annual work plan. The work plan sets out key actions in the Member Training and Development annual cycle and also with regard to the Charter Implementation Plan. The proposed Annual Work Plan for the year 2009/2010 is set out in Annex B to this report.

#### **Reporting Lines**

4. The Member Development Steering Group will report three times a year to the Standards Committee in view of its ethical and standards role relating to Members. This will enable Standards Committee to feed any recommendations into Council in relation, for instance, to development funding for Members or Member engagement in events/activities. Establishing these reporting lines will provide a structured approach to dealing with Member development and training issues in the future.

## Consultation

5. No consultation is necessary other than with the Steering Group

## Options

6. (a) to agree the Annual Work Plan set out in Annex B (Option 1)
  - (b) to agree to the Annual Work Plan set out in Annex B with any suggested changes (Option2)

## Corporate Priorities

7. Establishing an annual work plan for the Member Development Steering Group is consistent with the priority actions included in the Council's refreshed Corporate Strategy; in particular the provision of strong leadership, supporting and developing people and encouraging improvement in everything we do.

## Implications

8. The following implications have been considered:
  - **Financial** – Any financial costs resulting from the work of the Member Development Steering Group will largely be associated with the Annual Programme and Personal Development Plans which will be met from the existing member development budget.
  - **Human Resources (HR)** – Any HR issues arising from the work of the Member Development Steering Group, will be associated with trainers & staff support for events under the Member Development Programme. In addition there are additional demands on Democracy Support staff time associated with supporting the Steering Group and achieving Charter Status.
  - **Equalities** - There are no equality implications associated with this report.
  - **Legal** – There are no Legal implications associated with this report.
  - **Crime and Disorder** – There are no crime and disorder implications associated with this report.
  - **Information Technology (IT)** – There are no IT implications associated with this report
  - **Property** – There are no property implications associated with this report
  - **Other** – There are not other implications associated with this report.

## Risk Management

9. If members do not agree a work plan for the year, there is a risk that the Council will fail to achieve either Charter Status or improve development opportunities for Members.

## Recommendation

10. It is recommended the Member Development Steering Group approve the Annual Work Plan for 2009/2010 set out in Annex B

## Contact Details

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**Report Approved**

**Date** 28 April 2009

## Specialist Implications Officer(s)

**Wards Affected:**

**All**

For further information please contact the author of the report

## Background Papers:

None.

## Annexes:

Annex A – Member Development Steering Group Terms of Reference  
Annex B - Annual Work Plan (2009/2010)