



**DRAFT**

## **MEMBER DEVELOPMENT COMMISSION**

### ***PROJECT PLAN***

#### **MEMBERSHIP:**

Chairman: Councillor O'Toole      Vice-Chairman: Councillor Bailey

Councillors: Collinson, Dereli, Swiffen and W G Roberts

Co-opted representatives:

(Members are encouraged to invite/co-opt onto their membership, as appropriate, tenants, residents, stakeholders, County and Parish Councillors or representatives of other public sector organisations where this would assist them in their work.)

#### **TERMS OF REFERENCE**

*(Clear, unambiguous and workable)*

1. To develop a training and development policy for Elected Members.
2. To develop an Action Plan and work towards achieving the North West Employers Organisations Charter in Elected Member Development.
3. To develop a process to identify and resource a member training needs analysis through a competency model.
4. To ensure that all Members are given equal opportunities to attend Training courses/seminars in line with their responsibility as Councillor.
5. To identify the resources required to achieve Charter status.
6. To monitor the expenditure of the Elected Members Training and Development.
7. To monitor the induction process, review and revise procedures as necessary.
8. To evaluate Elected Member training and development undertaken.
9. To review and develop the role of Elected Members in conjunction with the Local Government Act 2000.
10. To agree a date for assessment and maintain the Charter once achieved.
11. To present a report of the Committee's findings to the Internal Review Committee.

## **OBJECTIVES**

*(The present, the future, comparison, resources)*

### **The present –**

- Efficient and knowledgeable Members and able to contribute to the working of the Council
- To obtain a clear understanding of what is needed to obtain Charter status.
- To establish West Lancashire's current position in reaching Charter status and regularly report on the progress.

### **The future –**

- A provisional date for assessment. Agreed to be January 06.
- To put in place measures for achieving and maintaining Charter Status.
- To put in place measures to evaluate Elected Members training and development undertaken.
- To ensure that all Councillors who are supplied with lap-tops, receive adequate training and evaluation in order to use their laptopseffectively.

### **Comparison –**

#### **NWEO Charter Standards**

#### **Bench Marking with neighbouring Authorities**

### **Resources -**

*Members of the Commission will act as 'Champions' in Member Development.*

Officers of the Council will support the process as required.

## INFORMATION

**Documents** (*What background papers are required to help members start their task.*)

*Do not swamp members with reams of paper)*

- Member Development Web Site includes induction, policy etc.
- Members Identification of Training Needs (ITN) exercise.

<b>Who?</b>	<b>Why?</b>	<b>How?</b>
North West Employers  Employers Organisation (National)	To obtain an understanding of what is needed to obtain Charter Status.	A presentation at the meeting.
Neighbouring Authorities	To learn from other neighbouring Councils on Member Development	Presentation by Hynburn Borough Council. Officers networking locally.

**Site Visits** (Are site visits necessary – what benefits?)

<b>Where?</b>	<b>Why?</b>
Attendance at N.W. Charter Annual Celebration Event.	To network and learn from N.W. Councils' experience of Member Development.
Visits to and by neighbouring Authorities	<b>To share good practice/experiences</b>

## ESTABLISH WAYS OF WORKING

Officer Support

Lead Officer Support – Clive Walsh

*Member Services Officer – Cathryn Jackson*

**Human Resources & Training Officer – Christine Jones**

**Officers reporting as and when required –**

e-Government Programme Manager – Chris Isherwood

Health and Safety Manager (Web development) – Paul Adamson

Reporting Arrangements

- Minutes of the Commission to be submitted to Internal Review Committee.
- Feedback to Members of the Commission following site visits by those attending such visits

**TIME SCALES**

- On-going

## **INFORMATION GATHERED**

- Benchmarks – South Ribble etc.
- Develop Member website – whole range of information
- Action Plan to achieve Charter status.

## **CONCLUSION**

It is imperative Members own their personal development and ensure the process agreed runs effectively. Without this, the Charter cannot be achieved.

Officers will support Members in these process.

## **RECOMMENDATIONS**

1. Action Plan in place to achieve Charter – All Members to be aware and own this.
2. Charter is an on-going commitment and must be maintained and a re-assessment undertaken.

## **REVIEW DATE –**

(Usually 6 months after the final recommendations have been approved.)