



## **MEMBER DEVELOPMENT COMMISSION PROJECT PLAN**

### **MEMBERSHIP:**

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

Councillors: Collinson, Dereli, D Duffy and Swiffen

Additional Member:

*(Councillor to be appointed by the Commission/Committee if required)*

### **TERMS OF REFERENCE**

*(Clear, unambiguous and workable)*

1. To update the training and development policy for Elected Members.
2. To continue to develop and renew processes to identify and resource a member training needs analysis including a exploration of a competency model.
3. To ensure that all Members are given equal opportunities to attend Training courses/seminars in line with their responsibility as Councillor.
4. To monitor the expenditure of the Elected Members Training and Development budget.
5. To update and monitor the induction process, review and revise procedures as necessary.
6. To evaluate Elected Member training and development undertaken.
7. To ensure that all Members are given equal opportunities to attend Training courses/seminars in line with their responsibility as Councillor.
8. To ensure that the Council takes ownership of its training and development and it appears as a regular item at Group meetings.
9. To monitor training through feedback from the Commission's Group representatives and Officer reports.
10. To update and monitor the induction process, review and revise procedures as necessary.
11. To evaluate Elected Member training and development undertaken.

12. To support the role of Elected Members as it applies to the Local Government Act 2000 and other appropriate legislation.

13. To consider future developments of the Members Development website.

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## **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.
- To receive regular feedback from the Groups' on the "way forward" for Member Development in the Council

### **The future –**

- A provisional date for assessment.
- 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 laptops effectively.
- To ensure Councillors have a knowledge and understanding of service delivery within the Council.

### **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.

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

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

Where?	Why?
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	To share good practice/experiences

## ESTABLISH WAYS OF WORKING

### Officer Support

Lead Officer Support – Clive Walsh, Human Resources Manager  
Scrutiny Support Officer – Cathryn Jackson, Senior Member Services Officer  
Human Resources & Training Officer – Christine Jones

### **Officers reporting as and when required –**

ICT and e-Government Manager – Chris Isherwood  
Health and Safety Manager (Web development) – Paul Adamson

### **Additional support**

Use of service areas in training, as deemed appropriate.

### Reporting Arrangements

- Notes 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.)