

Member Learning & Development Steering Group

Terms of Reference

The Member Development Steering Group agreed its terms of reference in 2003. They were as follows:

Purpose

To ensure that all Members have access to opportunities to broaden their specialist knowledge and skills in relation to their duties as Aldermen or Common Councilmen.

1. Determine the composition of group.
2. Design a development strategy/policy for Aldermen and Councilmen.
3. Develop a comprehensive induction programme for all new Members.
4. Set and monitor training budget allocated to Member development – ensure it is being used effectively and delivers value for money.
5. Establish a range of development opportunities which members may pursue individually or in groups based on an analysis of their needs.
6. Ensure Members are made aware of the opportunities available
7. Encourage Members to pursue the opportunities available