

Member Learning & Development Steering Group

Terms of Reference

The Member Development Steering Group first agreed its terms of reference in 2003. Following the meeting of the Civic Affairs Sub-Committee on 7th October 2022, it was agreed to revise and rename the group to the Member Learning and Development Steering Group, to reflect a wider remit and the expansion of membership categories of the Steering Group to include the following:

- Chief Commoner (to act as Chair of the Steering Group)
- Immediate Past Chief Commoner (**For part of the year and then the Chief Commoner Designate for the remainder of the year (elected in October each year)*)
- One Junior Alderman
- Chair, Civic Affairs Sub-Committee
- Two further members of the Civic Affairs Sub Committee
- Four members of the Court of Common Council (Two of whom must be newer members i.e. those elected at the last all out elections).

Meetings

The Member Learning and Development Steering Group shall meet quarterly ~~to determine the business of the Steering Group~~

Quorum

The quorum of the Member Learning and Development Steering Group shall be any 4 Members.

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 Councillors.

- ~~1. Determine the composition of the Steering Group.~~
2. Design a learning and development strategy/policy for Aldermen and Councillors.
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