HAVANT BOROUGH COUNCIL
COUNCILLOR DEVELOPMENT PANEL
TERMS OF REFERENCE

AIM
To promote, oversee and monitor the Council's Member Development programme

KEY OBJECTIVES

- Responsible for the formulation, implementation, monitoring and evaluation of member development strategy and charter.
- Contributing to the member development plan for all councillors that enables members to deliver the council's statutory and corporate obligations, objectives and priorities.
- To ensure that member development:
  - fulfils the requirements of a modern council
  - is owned and valued by members
  - enables members to deliver the council's statutory and corporate obligations, objectives and priorities
  - is based on national good practice
  - builds the confidence and competence of members
- To ensure programmes and events contribute to the knowledge and skills base of members.
- Assess any national and local initiatives to ensure best practice and innovation in member development is maintained.
- To ensure that there are effective systems for monitoring and evaluating the impact, outcomes and cost effectiveness of development programmes

ACTIVITIES

- Recommend on member development.
- To act as member development champions:
  - to promote member development within the political groups and to encourage member development to be regularly discussed
  - encourage members to feedback and share learning from conferences etc within their political groups and more widely as appropriate.
  - to promote the use of peer mentors, buddy systems and other support to councillors, particularly those newly elected
  - to feedback to the learning and organisational development officer responsible for member development and/or head of member services & elections, any training and development needs and associated concerns.
  - to encourage attendance at key briefings and significant events
  - through liaison with the group whips ensure that an appropriate number of members are trained in quasi judicial matters and other legal and policy matters
- To encourage the development of individualised training plans that meet specific training needs.
- Consider new development and learning initiatives.

- Recommend ways of enhancing individual councillors skills, knowledge and attributes in order to fulfil their roles and responsibilities within the council and wider community.
- Evaluating development initiatives.
- Monitoring effective use and allocation of the budget.

MEMBERSHIP

Successful member development should be informed by members and ownership of decisions relating to their development is important. It is essential that learning opportunities tackle what is important for members in their various roles. The membership of the group is cross party and reflects the diverse roles and responsibilities of members. The group size is currently seven members with an opportunity for broader political engagement in the future.

MEETINGS

The meetings will be held either during the day or in the evenings and a suggested frequency is a minimum of 4 times a year. This group will have an ongoing role within the council.

RESOURCES

Head of Organisational Development
Learning and Organisational Development Officer
Democratic Services
Member Development Budget