

Member Development Cabinet Advisory Panel

Membership:

To be determined

Terms of Reference:

1. Membership

The Working Group will comprise of up to 5 members nominated by the Leader of the Council to assist the Cabinet in the creation of the Member Development Plan, member training and development needs and more broadly on the roll out of electronic working with respect to the despatch of Council documents and information sharing with members.

2. Role

The Working Group will provide guidance on the creation of the Member Development Plan and the training and development needs of all members.. Members of the Working Group would also assist by working with their own groups to encourage attendance at training sessions and to emphasise the risks of not attending training.

The Working Group will work with officers to consider the current process for the despatch of the agenda and reports for Council meetings, specifically working through the requirements for the electronic despatch of agendas and reports, including ICT and Member training requirements. This will also cover off access to information for members.

The Working Group will report to the Cabinet on its findings and views.

3. Chair

The Portfolio Holder for Corporate Services will Chair the Working Group.

4. Frequency of Meetings

The number and frequency of the meetings will be decided by the Chair. The meetings will be supported by officers from Democratic Services and the Corporate Management Team, as required.

5. Quorum

The quorum will be three Members for these meetings.

6. Reporting Process

The notes of the working Group will be presented to the Cabinet for its consideration.