

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1. Meeting:	MEMBER DEVELOPMENT & TRAINING PANEL
2. Date:	4th September 2014
3. Title:	Terms of reference
4. Directorate:	Resources

5. Summary

This report details the current terms of reference and membership of the Panel. Members are asked to consider whether these are still appropriate or if there are any changes which might need to be made.

6. Recommendations

That Members:

- a. Consider the terms of reference**
- b. Consider the current membership of the Panel.**

7. Proposals and Details

7.1 The MTDP last formally considered the terms of reference for the panel in at its meeting of July 15, 2004.

The original terms of reference are as follow:

- Ensure implementation of the Council's Training and Development Policy
- Ensure equitable access to training for all Members
- Receive feedback on all training and development activity
- Strategically monitor the training planned for Members
- Strategically monitor the training budget
- Strategically review training outcomes
- Consider best practice in relation to Member training and development

In considering the Terms of Reference several additions were put forward at this meeting. These included:-

- To ensure that induction was available for new Members.
- To ensure all Members received Personal Development Plans.
- To provide regular information to Members on development opportunities.
- To maintain web pages on Member development.
- To maintain the Members' training budget with delegated powers to the Deputy Leader.

7.1.1 Members are asked if these terms of reference are still fit for purpose or requirement amendment.

7.2 The framework for membership of this Panel was set out in 2004:-

- Deputy Leader.
- Three Members of the Cabinet.
- Three Members from Scrutiny.
- Two Area Assembly Chairs.
- One Member each from the Licensing and Planning Boards.
- Two Members representing the Council on an Outside Body.
- One Member of the Opposition.
- One newly elected Member co-opted on an annual basis.

In addition, the Panel agreed that the membership should take account of gender balance.

There has been no formal review of the membership of the panel since it was originally agreed in 2004, although it has had minor amendments since that point.

The current membership includes:

- Deputy Leader
- One Member of Cabinet
- Two members from OSMB
- One from Area Assembly Chairs' Meeting

- One Member each from the Licensing and Planning Boards.
- Two Members representing the Council on an Outside Body.
- Chair of Audit Committee
- Advisors to Deputy Leader

7.2.1 Given the make-up of the Council has changed both politically and with far greater numbers of new Members elected since 2011; the Panel is asked if it wishes to review the current membership and make amendments as appropriate.

8. Finance

There are no financial considerations as part of this report.

9. Risks and Uncertainties

MTDP aims to train and equip Rotherham MBC Members to take on the duties of the modern local councillor. It is important therefore that the Panel's make-up reflects the different roles and responsibilities of councillors. Failure to take this into account may mean that development needs may be overlooked.

10. Policy and Performance Agenda Implications

The Member Development programme is based on local priorities as identified in the Council's corporate plan, the national and local policy agenda and Member's individual skills needs identified in the personal development planning (PDP) process.

11. Background Papers and Consultation

Minute MTDP: 15 July 2004

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