

DEMOCRATIC SERVICES COMMITTEE
MEMBER DEVELOPMENT STEERING GROUP JULY 2015

PROPOSED TOPIC: MEMBER DEVELOPMENT PROGRAMME 2015-16	
Proposed Terms of Reference	To agree the Member Development Programme for 2015-16 through: <ol style="list-style-type: none"> (1) Review of 2014/15 sessions and feedback received from sessions; (2) Review the delivery and learning approaches to ensure that these meet Members expectations and requirements; (3) consider the scheduling and frequency of training.
Evidence	
(1)	<ul style="list-style-type: none"> • 2014/15 Member Development Programme 2014/15; • Attendance at Training; • Feedback from evaluation forms.
(2)	<ul style="list-style-type: none"> • All Wales National Academy - On-line Councillor learning • Cardiff Academy – Opportunities for E.Learning and Cardiff Manager Modules • Delivery of Mandatory Corporate Governance and legislation training and development including business essentials sessions on Code of Conduct; Safeguarding; Data Protection; • Frontline Councillor – including Community Leadership and engagement; • Developmental sessions including Networked Councillor making effective use of ICT and Social Media; Personal Skills • Scrutiny and Challenge.
(3)	<ul style="list-style-type: none"> • Consider feedback on timing and frequency of training; • Agree a protocol for All Member briefings.
Number of meetings required	
Meeting 1 22 July 2015 @ 10.30am	10.30am Agree Terms of Reference; 10.45am Presentation from All Wales National Academy – Rachel Searle 11.15am Cardiff Academy Opportunities – Graham Craven & Steve Price 11.35am Draft Programme 2015/16
Meeting 2 12 August 2015 @ 11.45am	Meeting Objectives <ul style="list-style-type: none"> • Confirm Key outcomes from Meeting 1; • Link training with WLGA Councillor Competency Framework; • Set out principles for timing, notification period; principles for All Member briefings, timing and notification periods; • Delivery of Training Options • Evaluation process / Members Training Passport

Reporting Arrangements

To agree Member Development Programme 2015/16 for up to December 2015 for ratification by the DSC September 2015

Required Outcomes

To develop a Member Development Programme 2015/ 16 to support and assist Elected Members in the delivery of their roles and continue to develop their knowledge on specialised subjects.