

SCRUTINY BOARD (CENTRAL AND CORPORATE FUNCTIONS)

INQUIRY INTO MEMBER DEVELOPMENT

TERMS OF REFERENCE

1.0 Introduction

- 1.1 The Council was awarded the Improvement and Development Agency's 'Charter for Member Development' in 2007. This award recognised the Council's commitment in supporting its Members to fulfil their roles and build capacity. However, whilst acknowledging the quality and effectiveness of Leeds' provision, the assessors stressed the importance of continuous improvement. Their report made a number of suggestions, including the recommendation to undertake a Scrutiny review of Member Development.
- 1.2 In 2010 the Council will need to seek re-accreditation for the Charter. As part of the process there will be the option to gain 'Charter Plus' which has more stringent targets, including the following:
- a formal Personal Development Planning process must be in use, with a majority of councillors having undertaken interviews
 - the Council must have, and use role profiles (for key roles such as Planning Member, Scrutiny Chair etc)
 - a sophisticated evaluation/impact assessment process for member development and for individual and groups of councillors must be in place.
- 1.3 At its meeting on 7th July, Scrutiny Board (Central and Corporate Functions) resolved to undertake an Inquiry into Member Development.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
- Effectiveness of the Member Development Strategy and existing training provision for Members in terms of:
 - Timing, format and relevance of events
 - Marketing and promotion of training
 - Evaluation of training initiatives and return on investment.
 - Extent to which Member Development is Member-led
 - Provision of resources and budget to support the function.
- 2.2 The Membership of the Scrutiny Board includes Members who sit on the Member Development Working Group. (Cllrs Latty (Chair),

Councillor Bentley and Cllr Dowson). These Members will be able to bring expert evidence to the Board throughout the Inquiry.

3.0 Comments of the relevant Director and Executive Member

- 3.1 In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and have been incorporated where appropriate into these Terms of Reference. Full details are available on request to the Scrutiny Support Unit.

4.0 Timetable for the inquiry

- 4.1 The Inquiry will take place over three working group sessions with a view to issuing a final report in December 2008.
- 4.2 The length of the Inquiry is subject to change.

5.0 Submission of evidence

5.1 Session one – Scene-setting

To set the scene through an explanation of the Leeds Member Development Strategy.

5.3 Session two – Best practice

- Member Development Charter requirements
- Good practice from other authorities
- Future initiatives and developments (input from IDeA).

5.3 Session three – Performance

- Leadership of the Member Development function
- Current budget and resources
- Performance data and statistics (attendance, evaluation etc).

5.4 Session four – Final report (1st December 2008)

- To agree final report.

6.0 Witnesses

- 6.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Kay Sidebottom (Member Development Officer)
- Peter Marrington (Head of Scrutiny and Member Development)
- Member Development Working Group representatives

- Judith Hurcombe, IDeA Principal Consultant
- Karen Weaver, Assistant Head Employment Services, Local Government Yorkshire and Humber
- Cllr Val Slater, Bradford City Council and IDeA accredited Member-peer
- Member Development Officers from other authorities.

7.0 Post inquiry report monitoring arrangements

- 7.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 7.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

8.0 Measures of success

- 8.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.
- 8.2 Some initial measures of success are:
- A 20% improvement in attendance at learning and development events
 - An increase in the number of events rated as 'good' or 'excellent'
 - An increase in the number of Members completing Personal Development Plans.
 - The awarding of Charter Plus