

## **Standards and Audit Sub-Committee on Member Learning and Development**

### **Terms of Reference**

#### **Aim:**

To create a sub-committee to oversee the development and application of Member Learning and Development.

#### **Membership:**

Appointments to the sub-committee will be made by the Standards and Audit Committee for the duration of the municipal year. The membership of the sub-committee may come from outside the parent committee:

- 4 Members (2 x Conservatives; 2x Labour)
- Due to the universal application of Member training across all Members, the sub-committee may wish to invite independent Member representation on the sub-committee.

#### **Chair:**

The Chair and Vice Chair will be elected by the membership of the Standards and Audit Committee. The appointment will last for the duration of the municipal year.

#### **Duration:**

The sub-committee will remain in place indefinitely to provide continued oversight of Member Learning and Development.

#### **Meeting Schedule:**

The Sub-committee will agree its own schedule but it is expected that the sub-committee will meet in response to the progress and activities of the Learning and Development programme, around two or three times a year.

#### **Duties:**

The sub-committee will cover the following:

1. To champion and promote learning and development among members
2. To develop a Member Development Plan, based on Council and individual priorities, and undertake timely reviews to measure progress of the Plan
3. To identify and develop suitable learning opportunities to ensure that development needs are met, including the Member Induction Programme and support throughout the term of office

4. To input into and oversee the Member Development Charter process if desired or applicable.
5. To evaluate the quality of training to ensure that training is delivered to a consistently high standard and offers value for money and make recommendations to the Executive, the Council or its committees as appropriate.

**Decision-Making:**

The sub-committee has no executive powers and will refer all recommendations direct to the Standards and Audit Committee.