



## **Member Learning and Development Steering Group Terms of Reference**

The Member Learning and Development Steering Group membership is made up of the following Members (proposed):

Councillor Michael Pavey, Deputy Leader and Lead Member for Member Services  
Councillor Sandra Kabir, Majority Party Chief Whip  
Councillor Reg Colwill, Deputy Leader of the Conservative Group  
Councillor Helen Carr, Liberal Democrat Councillor for Mapesbury

The Steering Group is supported by the officers listed below:

Christine Gilbert, Chief Executive  
Rhiannon Leary, Member Learning and Development Manager  
Thomas Cattermole, Head of Member Services

**Purpose:** The Steering Group meets on a quarterly basis to discuss and review the council's progress in ensuring effective training and development for its elected representatives.

The **terms of reference** of the Steering Group are as follows:

1. To be champions for, and promote, the development of members.
2. To keep the member Learning and Development Strategy relevant and up to date.
3. To review and consider training and development needs with a view to producing comprehensive induction and an ongoing training and development programme.
4. To take a leading role in helping the authority to achieve the Elected Member Development Charter Plus status.

The Member Learning and Development Steering Group plays a crucial role in the achievement of the Member Learning and Development strategy.

The group is member led, and includes members from three political groups. It is supported by the Head of Member Services, the Member Learning and Development Manager and the Chief Executive, who will provide guidance on learning and development.

Whilst officers are responsible for the administration of member development, the Steering Group ensures that the learning and development strategy and proposed programme of activities meets members' needs and that events are scheduled and commissioned appropriately and effectively. Any councillor may raise items for consideration at these meetings through the Member Learning and Development Manager.

The Group will meet quarterly.