



Democratic Renewal Working Party 2 December 2013

Amendments to Terms of Reference of the Democratic Renewal Working Party

1. Summary and reasons for recommendation(s)

- 1.1 A Joint Member Learning and Development Group (JMLDG) was established in December 2012 as an informal group to contribute to and support member development opportunities.
- 1.2 As the decision-making process for member development is different in both authorities, it is recommended that these processes be aligned so that the JMLDG make recommendations to Cabinet in both authorities.
- 1.3 The Terms of Reference of the Democratic Renewal Working Party (DRWP) therefore need to be amended to remove responsibility for member development. Attached as Appendix 1 are the Terms of Reference for DRWP annotated with amendments.

2. Recommendation

- 2.1 It is **RECOMMENDED** that the **amended** Terms of Reference of the Democratic Renewal Working Party, as detailed in Appendix 1 to Report E180, be approved.

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3. Corporate priorities

3.1 The recommendations meet the following, as contained within the Corporate Plan:

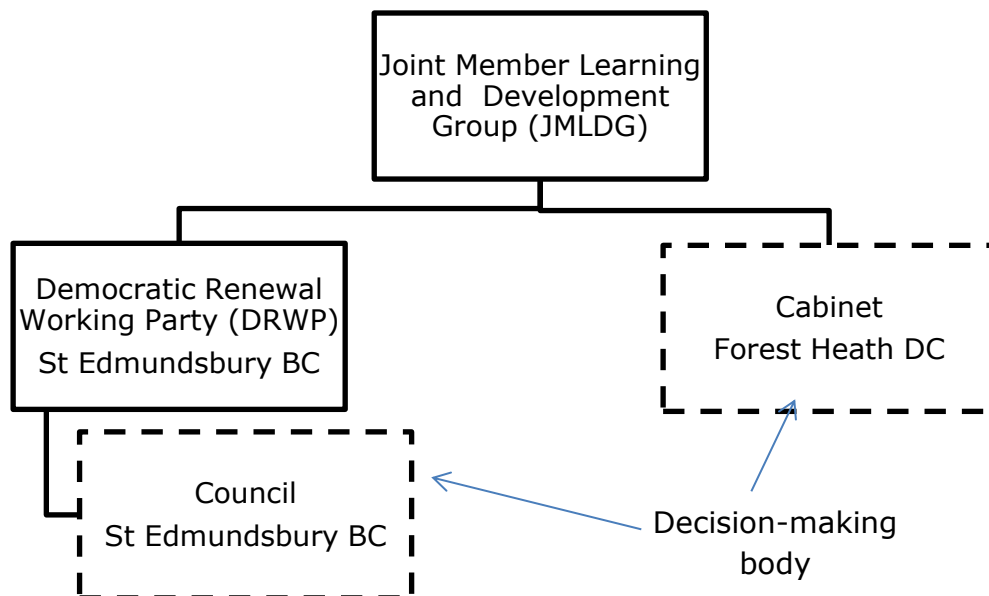
(a) Corporate priority 3: *'Working together for an efficient Council'*

4. Key issues

4.1 Background

4.1.1 In line with the standards held within the Charter for Elected Members Development and the shared service agenda, a Joint Member Learning and Development Group (JMLDG) has been established. The Group are responsible for assisting and overseeing the planning of effective training and development for elected members.

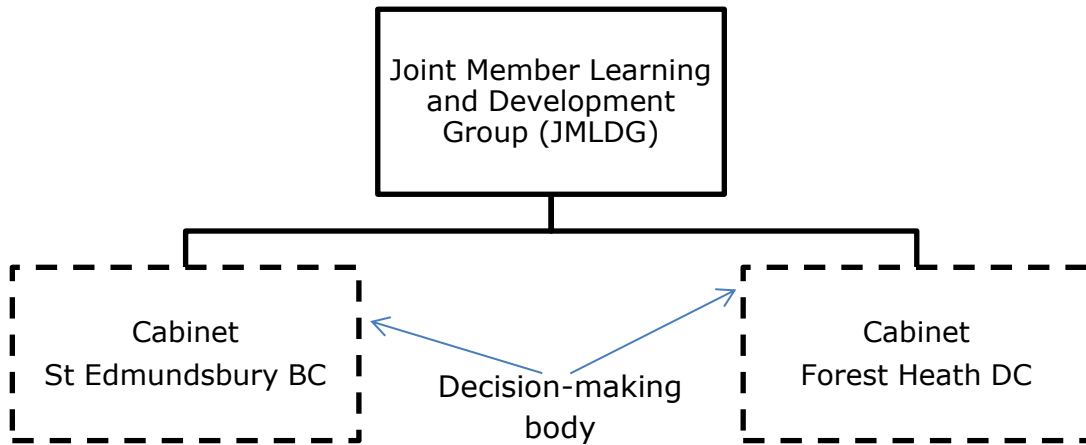
4.1.2 The JMLDG are not a decision making body and therefore can only make recommendations to a decision making body. A diagram of the current decision making process for both authorities is shown below:



4.1.3 The Terms of Reference for the DRWP with proposed amendments are at Appendix 1. For information purposes, the terms of reference for the JMLDG are at Appendix 2.

4.2 Proposed changes

4.2.1 By removing the responsibility for Member Development from DRWP, the JMLDG will be able to make recommendations to both Cabinets. A diagram of the proposed decision making process for both authorities is shown on the next page.



5. Other options considered

5.1 To make no changes to the Terms of Reference and therefore the decision making process; however, it is considered sensible to align the processes across both Councils.

6. Community impact

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 Not applicable.

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 Not applicable.

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 Not applicable.

6.4 **Other impact** *(any other impacts affecting this report)*

6.4.1 None.

7. Consultation *(what consultation has been undertaken, and what were the outcomes?)*

7.1 Consultation has been undertaken with the Joint Leadership Team and the Portfolio Holder.

8. Financial and resource implications *(including asset management implications)*

8.1 None.

9. Risk/opportunity assessment *(potential hazards or opportunities affecting corporate, service or project objectives)*

| Risk area | Inherent level of risk (before controls) | Controls | Residual risk (after controls) |
|---|--|---|--|
| Opportunities for aligning decision-making processes are missed | Low | Carry out review to ensure that decision-making process across both authorities are aligned where possible. | Low |

10. Legal and policy implications

10.1 The Constitution reflects the legislation upon which the Council's decision making process is based, and amendments such as that proposed streamline that democratic process.

11. Wards affected

11.1 All

12. Background papers

None

13. Documents attached

13.1 Appendix 1- Terms of Reference (amended) – Democratic Renewal Working Party

13.2 Appendix 2 – Terms of Reference – Joint Member Learning and Development Group

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Democratic Renewal Working Party (formerly Panel): Terms of Reference

On 4 April 2006 the Council approved the latest Terms of Reference from the Panel (Minute 113 Refers), which is detailed below:-

Terms of Reference:-

- (a) recommend changes to the Council's decision making structure and procedures at Council meetings;
- (b) recommend amendments to the Council's Constitution;
- (c) recommend Member Development activities and associated procedures, including the revision of the Members' job descriptions;
- (d) advise on electoral matters;
- (e) review appointment procedures to outside bodies;
- (f) further local democracy and citizenship, including guidance for officers on arrangements for Local Democracy Week; and
- (g) recommend appropriate policies in respect of the conduct and support of Members.

Joint Member Learning and Development Group

Introduction

The Joint Member Learning and Development Group (JMLDG) is an informal working group of councillors that complies with the standards expected in the Charter for Elected Members Development.

Membership and attendance

The Joint Member Learning and Development Group will make recommendations to Cabinet with regard to the effective learning, support and development of councillors. Meetings will be held bi-monthly, agreed in advance. Meetings may be scheduled more frequently should it be required to support project work and development initiatives. The Group will make recommendations to Cabinet at each Council.

The group will consist of a minimum of 6 and maximum of 8 members across the political parties and may include both non Cabinet members and Cabinet Members. Ideally half will be from St Edmundsbury and half from Forest Heath Councils. An officer from the Learning and Development team will be part of the group and will take note of actions agreed. A Councillor will be elected to chair the group.

Terms of Reference

- to act as champions of learning and development and inform peers of opportunities and ways to access learning and development for Members.
- to assist and contribute in the development and evaluation of Member learning and development opportunities and initiatives to ensure that needs at a local level are addressed while recognising the need to consider and include national standards and initiatives where appropriate
- to identify priorities for learning and development support for members which supports authority and individual needs, while fulfilling the standards of the Charter for Elected Member Development
- to consider the evaluation of the quality and effectiveness of interventions and development programmes and to monitor attendance at events and development opportunities.
- To operate in a transparent manner and promote best practice in the provision of development opportunities for Members.

