

Appendix One Elected Member Development Working Group Terms of Reference

Scope and purpose of group

In the form of a task and finish project group:

- To develop appropriate processes and activities which will ensure Members (at individual, party and council level) are supported and equipped to carry out their roles effectively in line with the Council's Corporate Plan and the emerging themes from the Belfast Agenda.
- To ensure that Member development processes and practices continue to reflect best practice in line with the requirements of the Elected Member Development Charter framework.
- To report to the Strategic Policy & Resources Committee on the key recommendations of the Working Group.

Objectives

The group will meet quarterly and its remit will be to:

- Represent the views of all Members and promote Elected Member development among all Members;
- Develop new role profiles that reflect the developing role of the Elected Member in Belfast City Council including its new powers and functions, linked to values, behaviours and competencies – political skills framework;
- Review and embed the personal development planning (PDP) process, linked to the role profiles, to ensure the effective engagement of Members;
- Agree on appropriate development mechanisms and improvements;
- Develop an evaluation process for measuring the impact of Member development initiatives and programmes;
- Develop and agree a forward focussed Member capacity building action plan;
- Participate in a pilot exercise to evaluate and provide feedback on the prototype Members' Portal prior to its roll out to all Members;
- To complete the key areas of work within a defined and agreed timeframe; and
- On completion of the agreed projects, give consideration to establishing an Elected Member Steering Group to take forward an agreed Member development plan for the future.