

MEMBER DEVELOPMENT CHARTER – DRAFT ROLE BRIEF FOR MEMBER DEVELOPMENT CHAMPION

1. Values

To be committed to the vision and objectives of Cheshire East Council and to the ten general principles of conduct set out on Pages 341 and 342 of the Council's Constitution.

2. Accountabilities

Accountable to the Council

3. Responsibilities

- To ensure that the Cheshire East Council's Member Development Strategy is delivered effectively and reviewed regularly, and that Councillors are involved in both processes.
- To ensure that a culture of continuous learning and development for Councillors is fostered, maintained and embedded.
- To provide leadership, vision and innovation in learning and development for Members.
- To explore and implement opportunities for joint working in delivery of Member learning and development.
- To work with relevant officers and Members to ensure that: the Council's accreditation to the North West Employer's Organisation's Member Development Charter is achieved at Level 1 and retained; and to lead on the Council's approach to Level 2 accreditation.
- To ensure all Members are encouraged to participate in a process to identify their learning and development needs.
- To ensure there are processes in place to make Members aware of learning and development opportunities that are available to them.
- To ensure there are processes in place to evaluate training and development provided for Members.
- To assist in the development of an annual learning and development programme for Members and to review and monitor its delivery.
- To ensure that appropriate induction training is available for all new Members

4. Skills

- Good communications and interpersonal skills
- Listening and questioning skills
- Ability to lead and chair meetings, manage time and facilitate open discussion
- Ability to influence and work constructively with Cabinet and Non Cabinet Members

- Ability to work as a member of a team
- Ability to lead by example

5. Knowledge

- Knowledge of current local, regional and national issues in relation to Members' learning and development
- Knowledge of the respective roles of Members, officers and external parties in Member learning and development
- Knowledge of the Councillor's Code of Conduct and budgetary procedures
- Understanding of the principles of rational and informed decision-making