

## Draft terms of reference for an amalgamated Member Group

### (Title to be determined)

Membership:	14 on a politically proportionate basis
Status of the Group:	Not a formal decision-making body
Purpose of the Group:	To provide a collective cross-party political steer and joint advocacy on the matters set out in the terms of reference
Reporting to:	The relevant decision-making committee will be invited to consider any recommendations of the Panel.
Frequency of meetings:	Ad hoc
Outputs:	To be confirmed

### Objectives:

#### Culture

The Group will champion the organisation's culture by shaping and supporting the Brighter Future Culture Workstream, ensuring the council's vision, aspirations, objectives and outcomes are met.

Members of the Group will act as "change agents" within and across their political parties, recognising role models of the cultural vision and challenging behaviours which are not acceptable and taking necessary and appropriate action.

#### Members' ICT

The Group will represent the views of Members regarding their information technology and communication (ICT) requirements.

The Group will champion new ways of working using information technology and will assess, monitor and recommend appropriate training to enable Members to carry out their duties effectively and improve the overall standards of ICT literacy amongst Councillors.

#### Members' Enquiries

The Group will promote the Members' Enquiries Service as an equal service for all Members to submit enquiries.

The Group will monitor the effectiveness of the service by considering statistical reports on response times and feedback on performance. It may suggest

improvements as appropriate to maintain the high quality of service provided to Councillors.

### **Community Engagement**

Subject to formal resolutions, the Group will engage and influence other internal and external stakeholders, providing assurance that they are role modelling positive behaviours and challenging inappropriate conduct.

The Group will advise officers of wider community connections, issues and opportunities that may need to be considered, as these may impact negatively or positively on the defined Brighter Future programme outcomes.

### **Governance**

The Group will identify priorities for training and undertake delivery of the Member Development Framework and Training Programme, to ensure that Members appointed to the Council are fully equipped with the knowledge and skills required to discharge the duties and responsibilities placed upon them.

The Group will seek to ensure that member behaviours are embedded across the Council; to enhance the member/officer relations beginning with the Induction Programme for newly elected Members.

The Group will act as ambassadors for training and development; by reviewing the content of the Member Development Programme, supporting and encouraging colleagues to identify their own individual training needs and raising awareness of member development opportunities.

### **Risk Management**

The Group will identify, manage and mitigate those risks which may impact on the delivery of the outcomes and outputs set out in the terms of reference above.