

Terms of Reference: Member Induction and Development programme task & finish group.

A Task and Finish Group created from those Members elected for the first time in May 2023 to review Member Induction and feedback on how to shape the programme for May 2027. Working with officers on the review and in accordance with the Corporate Peer Challenge Action Plan (Action Plan item 4.2).

Membership:

Members:

- 1 x RA Group
- 1 x Liberal Democratic Group
- 1 x Labour Group
- 1 x Conservative Group

Officers: Democratic Services Manager

No substitutes will be accepted to allow for continuity of discussions.

Terms of reference:

1. To attend meetings of the Task & Finish Group, collaborating and contributing ideas, suggestions and proposals and consulting wider networks of colleagues and peers for feedback as appropriate.
2. To work together to recommend a renewed Member Induction programme.
3. To consider specifically, the digital and technical skills needed to operate as a Councillor at Epsom & Ewell Borough Council and include within the induction programme design.
4. To have due consideration to the most cost-effective methods of development, including LGA support, mentoring, buddying, briefings, sharing learning etc
5. To make recommendations to the Strategy & Resources Committee on the council's proposed new Member Induction programme.

Areas of responsibility:

- a. Reporting into the Strategy & Resources Committee.
- b. Development and recommendation of a revised Member Induction programme and content.

In carrying out its responsibilities the Task & Finish Group members will:

1. Attend meetings of the Task & Finish Group in person, where possible.
2. Work in partnership with fellow Task & Finish Group Members and any other relevant or related members, officers, partners or working groups, respecting one another's unique perspectives and contribution.
3. Have consideration to the councils Diversity, Equality and Inclusion Framework in developing the Member Induction programme, ensuring the needs of Councillors with protected characteristics are fully considered.

To make recommendations regarding:

- a. A revised Member Induction programme and any associated key Member training and support needs.