



Review Group Overview & Scrutiny Committee Member Lead	Cllr Sandy Dallimore
Membership	Cllr Dorothy Walker plus 5/6 Members elected at the May 2021 or May 2022 elections.
Officer Support	Emma Faulkner - Democratic and Elections Officer Service Managers involved in 2022 training.
Background	<p>A review into Member Training was held during 2021/22, following an increased focus in post-election induction and general member training in recent years.</p> <p>The 2021/22 working group made several recommendations to continue the improvement in Member Training during 2022/23, and agreed that the working group should continue to work with officers and implement the recommendations. The recommendations were considered and agreed by the committee in March 2022 (minute 48 refers)</p>
Rationale	<p>The 2021/22 working group made a number of recommendations based on their experiences of induction from May to September 2021. The continuation of the group will allow momentum to continue with the review and put into effect the recommendations from the 2021/22 review. A combination of newly elected members in 2021 and 2022 working together to consider, review and make recommendations on future Member Education with a view to helping all Members understand their role and scope within the organisation and within their community. This leads to a better and more efficient working environment and Members able to effectively fulfil all aspects of their councillor role.</p>
Indicators of Success	<p>Production of documents detailed in the recommendations of the 2021/22 review, including FAQ sheets, guidance documents and departmental contact details, alongside new documents such as role profiles (e.g. councillor, committee chair, Group Leader).</p> <p>Review and relaunch of the Members' Portal, leading to an increase in the percentage of Members registering and accessing it on a regular basis.</p>
Out of Scope	<p>Officer education and training.</p> <p>Political group operations and training.</p>

Method / Approach	<p>Recommendations from the 2021/22 working group will be used as a basis for the working groups work during 2022/23. Review the training and briefings held during induction 2022, looking at the positives and the negatives, with recommendations to improve where necessary. Identify areas where additional knowledge and training is needed. Look at the ongoing needs to keep the information fresh and relevant.</p>		
Guest speakers / Witnesses / Experts	<p>Longer serving Members not appointed to the working group including Members appointed to specific roles, i.e. committee chairs, Executive members, Group Leaders. Service Managers involved in 2022 training. Assistant Director Law, Governance and Democratic Services</p>		
Evidence required and documents	<p>Recommendations from the 2021/22 working group Desk top research and direct contact to obtain information from other authorities and national organisations i.e. Local Government Association.</p>		
Site Visits	None		
Risks	Availability of councillors and officers to progress the work.		
Projected Start Date		Draft Report Deadline	
Meeting Frequency	As required	Projected Completion Date	

Approved by Overview & Scrutiny Committee	Date:
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Draft Outline of meetings

(Review Group members are reminded that they will be required to undertake evidence gathering and work outside of the meetings detailed below to ensure that the Review completion date is met)

Meeting 1 –
Meeting 2 –
Meeting 3 –
Meeting 4 –
Meeting 5 -