



**NOTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP  
held on Tuesday, 13 December 2016 at Meeting Room 1 - Fire Service Headquarters,  
Winsford, Cheshire at 10.00 am**

**PRESENT:** Councillors D Flude, S Parker and Independent member L Thomson

**1 APOLOGIES**

Apologies were received from Councillor M Simon and M Tarr.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED:** That

**The notes of the meeting held on 4 October 2016 be approved as a correct record.**

**3 MEMBER DEVELOPMENT STRATEGY 2017-18 : UPDATE**

The Member Development Strategy to cover the period 2017 to 18 had been approved at the Fire Authority meeting on 7<sup>th</sup> December 2016 and copies of the final strategy were distributed to the Member Training and Development Group (MTDG).

The Democratic Services Manager provided an update which covered the elements added to the strategy following discussions at the MTDG meeting in October. This included the addition of objectives to align any changes introduced as part of the Fire Reform programme with the Authority's training and development programmes and to carry out a Member satisfaction survey in 2017-18.

Members discussed the additional objectives and also the objective to review the Member Champion roles to ensure Member support and input in new ventures and initiatives. The DSM explained that, as stated in the strategy, there would be a review/refresh of current Member Champion roles to ensure that they still supported the Authority's overarching role in the changing environment in which the Authority operated.

The DSM also provided an update for Members on the other actions arising from the Member Development Strategy discussions at the October meeting which had been brought to the attention of the Chief Fire Officer and Chief Executive.

**RESOLVED:** That

**[1] The update on the Member Development Strategy for 2017-18 be noted; and**

**[2] The update on the actions arising from the last meeting be noted.**

#### **4 MEMBER DEVELOPMENT PROGRAMME 2016/17: QUARTERLY MONITORING**

The Member Development programme for 2016/17 was approved at the Fire Authority meeting held on 15<sup>th</sup> June 2016 and the MTDG were asked to review progress against the programme on a quarterly basis and identify any training needs that they felt were not currently being met.

The DSM presented the report and provided an update on delivery of the programme to date. She drew Members attention to the appendix attached to the report which provided details of the programme, Members attendance and an overview of the evaluation feedback received. She also provided an update for Members on delivery of the induction programme to new Members and details of attendance were provided. It was noted that there were still sessions to be delivered in 2017 and that a full evaluation of the programme would be provided once it was complete. The Chair informed the MTDG that, as agreed at the last meeting, she had highlighted the importance of commitment to training for all Members at the Fire Authority meeting on 7<sup>th</sup> December.

Members discussed the report and the information provided. They requested that Democratic Services follow up on the delivery of cluster exercises and suggested that the dates for these could be provided at UPG meetings for the local area.

The DSM also provided a brief update on Members PDRs and informed Members that the majority of Members (22) had their interview dates confirmed with the Leadership Development Advisor (LDA). A number of interviews had already been held and the LDA had reported that the PDRs were going well so far. New Members were pleased with the induction activities to date and looking forward to the delivery of the rest of the programme. The LDA had agreed to contact new Members again in 3 months time to review any new needs once the induction programme was complete.

**RESOLVED: That**

**Progress on delivery of the 2016/17 Member Training and Development Programme be noted.**

#### **5 MEMBER DEVELOPMENT : ROLES AND RESPONSIBILITIES**

The DSM introduced this item to discuss the development of a role/job description for Fire Authority Members. As noted earlier on the agenda the MTDG had discussed the importance of the commitment required by the Fire Authority Members when appointed to the Fire Authority. They had requested that a role/job description be developed to assist potential new Members and appointing local authorities in assessing the commitment/resources required of FA Members.

The DSM explained that the report contained a copy of the current information pack that was sent to appointing authorities each year, the information on roles in the Authority's constitution and also examples of FA Members role descriptions from the other North West Fire and Rescue Authorities. She proposed that a generic role

description for all FA Members be developed initially with a view to developing specific role descriptions for such roles as Member Champions going forward.

Members discussed the information provided and were happy for the DSM to develop the role description based on the Authority's Constitution which would be submitted to the next MTDG meeting in March with a view to submitting the final version to the Fire Authority in April for approval. The document could then be included in the information sent to constituent authorities when appointing representatives to the Authority.

Members highlighted issues in the distribution of this information once it was received by the constituent authorities. They requested that the information be sent through to the Chief Executive and Democratic Services Office at each constituent authority with a covering letter requesting that the information be distributed to the relevant group leaders.

Members also discussed the time/resources that were used by the Fire Authority on inductions and on-going training programmes which were of little value if a Member was not re-appointed by the constituent authority after 1 year. Members requested that a recommendation be made to the constituent authorities to appoint FA members for a minimum of 2 years. The DSM explained that the term of office for the appointment of Fire Authority representatives was entirely a decision for the constituent authorities to make and the FA could not impose a term of office on the appointments. However she would consult with the Head of Legal and Democratic Services to see what recommendations the Authority could make.

**RESOLVED: That**

- [1] A draft copy of a generic role description for Fire Authority Members be submitted to the MTDG meeting in March 2017; and**
- [2] A cover letter be drafted to be sent to constituent authorities in relation to the annual Fire Authority appointments following discussions with the Head of Legal and Democratic Services.**