



MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 18 January 2022 at Remote Meeting via Skype at 10.00 am

PRESENT: Councillors Gina Lewis (Chair), David Brown, Karen Mundry, Stuart Parker and Derek Barnett

1 APOLOGIES

Apologies for absence were received from Councillor Rob Moreton.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

[1] the notes for the meeting on Tuesday 5th October 2021 be approved as a correct record.

3 MEMBER DEVELOPMENT STRATEGY 2022-24 IMPLEMENTATION - QUARTERLY MONITORING

The Governance Officer presented the report on the Member Development Strategy 2022-24 Quarterly Monitoring, updating Members on progress made against the Implementation Plan for the quarter. She provided an update on each of the objectives that were included in the Implementation Plan, attached as Appendix 1 to the report.

Objective 1 – Identify and prioritise Member training and development needs

All Members had completed their Personal Development Reviews with the Leadership Development Advisor. Democratic Services were liaising with Members to ensure any actions from their Personal Development Reviews were completed. Further discussion was held during Item 5 – Members' Personal Development Review Outcomes 2021-22 (minute 5 refers).

Objective 3 – Provision of an Annual Member Development Programme

Members were advised that a number of Skype training sessions had taken place during quarter three. However, it was noted that attendance levels had decreased since Skype training sessions were first introduced during the Covid pandemic.

Further discussion was held during Item 4 – Member Development Programme 2021-22 – Quarterly Monitoring and Item 7 – Discussion Paper: Virtual Training Sessions (minutes 4 and 7 refer).

Objective 4 – Delivery of a comprehensive and effective Induction process for new Members

Members were advised that only Halton Council were holding Elections on 5th May 2022. Therefore, any changes to the membership of the Fire Authority were to be determined by home authorities. Further discussion was had during Item 6 – Discussion paper: Induction Programme 2022-23 (minute 6 refers).

RESOLVED: That

[1] the Member Development Strategy 2022-24 Implementation – Quarterly Monitoring be noted.

4 MEMBER DEVELOPMENT PROGRAMME 2021-22 - QUARTERLY MONITORING

The Governance and Corporate Planning Manager presented a quarterly update on the Member Development Programme 2021-22. She noted that a number of training and development opportunities had taken place throughout the third quarter.

Members acknowledged the benefits of virtual meetings however, it was also important for Members to experience in person development opportunities such as tours of stations and the Day in the Life of a Firefighter, when they could be arranged safely.

The Governance and Corporate Planning Manager confirmed that it was the intention to arrange a tour of the training centre that would include viewing new equipment in the Spring 2022.

RESOLVED: That

[1] the progress on the delivery of the Member Development Programme 2021-22 be noted.

5 MEMBERS' PERSONAL DEVELOPMENT REVIEW OUTCOMES 2021-22

The Leadership Development Advisor introduced the report on the outcomes of the Members' Personal Development Reviews (PDR). She advised that the PDR process was now complete and all Members had opportunity to conduct their PDR via Skype or telephone.

New Members used the existing score matrix form and established Members reviewed their scoring from 2020-21. The Leadership Development Advisor made reference to the graphs within the report which showed a consistent increase in the average knowledge of all Members since 2019.

It was noted that Members were proactive with their development and the actions were specific to Members within their champion or committee work. Most Members were waiting for annual training that had been unable to take place due to Covid restrictions. Democratic Services were in the process of contacting Members to

progress actions raised.

A Member queried whether training on the Fire Authority's working relationship with trade unions should be incorporated into the training programme. The Governance and Corporate Planning Manager advised that she would consult the Chief Fire Officer and Chief Executive and Monitoring Officer to determine how best to deliver the training request.

RESOLVED: That

[1] the Member Personal Development Review Outcomes 2021-22 be noted.

6 DISCUSSION ITEM: INDUCTION PROGRAMME 2022-23

The Governance and Corporate Planning Manager introduced the discussion item that considered the Induction Programme for 2022-23. She explained how the Induction Programme differed in 2019-20 and 2020-21 as a result of the Covid pandemic and the number of new Members joining the Fire Authority in those years.

Members agreed that the annual training sessions should be kept within the Induction Programme and existing Members should also be invited as refresher training. Members also requested that the tour of Chester Fire Station be included in the Member Training and Development Training for either 2021-22 or 2022-23.

A Member queried whether a day could be included within the Induction Programme to allow new Members to meet with existing Fire Authority members outside of a formal meeting environment. It was suggested that this could be held during the first Member Planning Day of 2022-23.

The Chair requested that officers submit their proposals for the Induction Programme 2022-23 at the next meeting with a copy of the existing welcome pack to scrutinise.

7 DISCUSSION ITEM: VIRTUAL TRAINING SESSIONS

The Chair introduced the discussion item which asked Members to advise on future virtual training session and how attendance could be improved going forward. Members provided advice on how to improve attendance at virtual training sessions that included keeping training session durations to a maximum of one hour and distributing training session presentation slides to all Members with lead officer contact details after the event.

The Governance and Corporate Planning Manager explained that recently virtual training sessions had seen a decline in attendance. Members suggested that the decline of attendance was due to an increase workload as a result of home working. It was also suggested that some Members had already participated in similar training sessions in previous years and felt they had a good understanding of the topic.

The Governance and Corporate Planning Manager advised that it was the intention to hold more Fire specific training sessions going forward. A Sprinkler Training Session was due to take place on Wednesday 16th February 2022. This session would provide an update on the work taking place to promote the use of sprinklers in commercial and domestic properties in Cheshire.

8 WORK PROGRAMME 2021-22

The Governance and Corporate Planning Manager provided a copy of the Member Training and Development Work Programme for 2021-22. Members noted the items for the next meeting on Tuesday 5th April 2022.

RESOLVED: That

- [1] the Work Programme 2021-22 for the Member Training and Development Group be noted.**