



MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 5 July 2016 at Fire Service Headquarters, Winsford, Cheshire at 2.00 pm

PRESENT: Councillors D Flude, M Simon, M Tarr and independent (non-elected) member L Thomson

1 APOLOGIES

Apologies were received from Councillor S Parker.

2 CHAIR AND MEMBERSHIP OF GROUP 2016-17

RESOLVED: That

The Chair and Membership of the Group for 2016-17 be noted.

3 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

The notes of the meeting held on 25 April 2016 be approved as a correct record.

Actions Arising:

The Chair wished to place on record her thanks to Rob Garner for his input and commitment to Member Development during his time as an independent member of the group over the last 6-7 years.

4 MEMBER DEVELOPMENT STRATEGY 2014-16: QUARTERLY MONITORING

The Member Development Strategy was approved by the Fire Authority in September 2014 and it was agreed that the implementation and review of the Strategy would be monitored by the Member Training and Development Group (MTDG). The Democratic Services Manager (DSM) introduced the report and provided a summary of progress in respect of the delivery of key objectives. Members discussed the updates and were satisfied with the progress that had been made.

The Chair informed the group that a decision had been made, at the last MTDG meeting, to defer the work on Level 2 of the North West Charter until the Blue Light Collaboration programme had been implemented. Members felt that as capacity/resources would be impacted during this time Officers should concentrate on ensuring that scheduled Member Development activities were delivered.

Members also discussed the development of Member Champion roles. A Member suggested that it would be useful for Member champions to have two-three meetings per year with the relevant officers to assist them in understanding and developing their role.

The DSM explained that this was the final monitoring report for the strategy and that work would now commence on the development of the 2016 - 18. A draft copy of the strategy would be submitted to the MTDG for discussion at its next meeting in October.

RESOLVED: That

[1] the content of the report be noted; and

[2] the draft Member Development Strategy for 2016-18 be presented to the Group at its meeting on 4th October.

5 MEMBER DEVELOPMENT PROGRAMME 2016-17 : QUARTERLY MONITORING

The Member Development Programme 2016/17 was approved at CFA on 15th June 2016. Members of the MTDG were asked to review progress against the current programme and to identify any training needs that they felt were not currently being met. The DSM explained that the delivery of the programme had recently commenced and only a small number of events had taken place to date.

She informed the group that two Member induction sessions had been held and all new Members had attended. Feedback on the initial sessions had been positive and there would be an opportunity to provide feedback on the overall induction programme at the end of the year.

Members discussed the programme and a number of comments and suggestions were made as follows:

- BLC – PCC and CC to be invited to attend a Members Planning Day
- Induction – bring Operational Training Facilities and Incident Command Suite visit for new Members forward to August to assist new Members when reviewing training provision as part of the BLC proposal

The Leadership Development Advisor (LDA) was in attendance at the meeting to provide an update on the proposals for delivery of Members individual Personal Development Plans (PDPs). She explained that she had recently taken over the role and was in the process of reviewing the plans. A number of the development needs identified could be covered in the overarching Member Development Programme and there were several ways of delivering the remainder.

Members commented that it would be useful to have copies of their own individual development plans and the LDA would progress this. The use of electronic learning tools and the flexibility they gave was also discussed and the LDA would provide further details of what was available for Members.

The DSM added that as part of the PDR process this year there had been some feedback that the forms were not user-friendly. A review of the forms would be undertaken in consultation with the LDA and reported back to the group in October.

RESOLVED: THAT

- [1] progress on delivery of the 2016/17 Member Training and Development Programme be noted; and**
- [2] a review of the forms used in Personal Development Reviews to be carried out and reported back to the Member Training and Development Group on 4th October 2016.**

