



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 5 April 2022 at Remote Meeting via Skype at 10.00 am**

**PRESENT:** Councillors Gina Lewis (Chair), Karen Mundry and Stuart Parker and independent (non-elected) member Derek Barnett

**1 APOLOGIES**

Apologies were received from Councillors David Brown and Rob Moreton.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED:** That

[1] the notes for the meeting on Tuesday 18<sup>th</sup> January 2022 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 Implementation - Quarterly Monitoring, updating Members on progress made against the Implementation Plan for the quarter. She provided an update for each of the objectives that were included in the report.

**Objective 1 – Identity and prioritise Member training and development needs**

It was reported that all actions associated with the Member Personal Development Reviews had been complete.

**Objective 3 – Provision of an Annual Member Development Programme**

Members were informed that a virtual Sprinkler training session had taken place on 16<sup>th</sup> February 2022. A tour of the Training Centre would take place as part of the Member Planning Day on 8<sup>th</sup> April 2022. Further discussion was held during Item 4 – Member Development Programme 2021-22 – Quarterly Monitoring.

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

Further discussion was held during Item 7 – Discussion Item – Proposals for 2022-23 Member Development and Induction Programme.

**Objective 5 – Member Champion**

Members were provided with an update on the decision made by the Governance and Constitution Committee following the Review of Member Champion Arrangements. Members noted that the appointment of the new Chief Fire Officer and the local elections due to take place in 2023 could have an impact on the proposed arrangements.

### **Objective 6 – Continuous Development**

Further discussion was held during Item 6 – Discussion Item – Member Satisfaction Survey.

#### **RESOLVED: That**

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

#### **4 MEMBER DEVELOPMENT PROGRAMME 2021-22 - QUARTERLY MONITORING**

The Governance Officer 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 quarter.

The Governance and Corporate Planning Manager advised that the Member Planning Day agenda included a tour of the training centre and updates on Sprinkler progress and the apprentice trip to Nepal.

#### **RESOLVED: That**

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

#### **5 DRAFT REVIEW OF MEMBER TRAINING AND DEVELOPMENT 2021-22**

The Governance and Corporate Planning Manager introduced a report which considered the draft review of Member development activities throughout 2021-22. The report contained an overview of the progress against the objectives of the Member Development Strategy 2022-24 and feedback from training and development sessions.

Members noted that the delivery of the Member Development Programme was disrupted by Covid-19 restrictions. However, it was hoped that annual training such as the Day in the Life of a Firefighter would take place next year.

The Governance and Corporate Planning Manager advised that social media training would take place during the Member Development Programme 2022-23 and would be delivered by the newly established Communications and Engagement Department.

#### **RESOLVED: That**

**[1] subject to minor amendments, the Review of Member Training and Development 2021-22 be approved for submission to the Fire Authority on Wednesday 23<sup>rd</sup> June 2022.**

## **6 DISCUSSION ITEM - MEMBER SATISFACTION SURVEY**

The Governance Officer introduced the discussion item on the Member Satisfaction Survey for 2021-22. Feedback was requested from the Group surrounding the proposed questions and delivery.

A Member praised the efficiency of hosting the survey electronically. The Group requested that all acronyms be removed from the questions list. The Leadership Development Advisor also suggested that a list of the training and development opportunities received throughout 2021-22 be available within the survey under the relevant questions.

The Group agreed that all Members would be encouraged to respond to the survey to assist Democratic Services in making future Member development arrangements.

**RESOLVED: That**

**[1] subject to minor amendments, the Member Satisfaction Survey be approved for publication.**

## **7 DISCUSSION ITEM - PROPOSALS FOR 2022-23 MEMBER DEVELOPMENT AND INDUCTION PROGRAMME**

The Governance and Corporate Planning Manager introduced the discussion item which provided a summary of the proposals for the new Member Development and Induction Programme for 2022-23.

The Group discussed the annual training session held each year. It was agreed that the training session should remain annual to allow all Members the opportunity to refresh themselves. The Group also suggested that additional training sessions relating to the new equipment that the Authority granted funding for, the safety of electric vehicles and safety of alternative heating solutions for domestic properties should be arranged.

The Governance and Corporate Planning Manager highlighted the Member Induction Handbook attached as Appendix 2. She advised that the Handbook would be updated for 2022-23. A Member suggested that a glossary of acronyms be included in the next iteration of the Handbook.

**RESOLVED: That**

**[1] the Governance and Corporate Planning Manager and Governance Officer take into consideration the discussion held when developing final Proposals for the 2022-23 Member Development and Induction**

**Programme.**

**8 DRAFT WORK PROGRAMME 2022-23**

The Governance and Corporate Planning Manager provided a draft copy of the Member Training and Development Work Programme 2022-23. A Member requested that officer feedback be presented during the Member/Officer Buddy System Review that was due to be submitted at the Member Training and Development Group meeting on 4<sup>th</sup> October 2022.

**RESOLVED: That**

- [1] the draft Work Programme for the Member Training and Development Group be approved.**