



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

PRESENT: Councillors Gina Lewis (Chair) and Karen Mundry

1 APOLOGIES

Apologies were received from Councillors David Brown, Rob Moreton, Stuart Parker and independent (non-elected) member Derek Barnett.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

[1] the notes for the meeting on Tuesday 5th April 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 Quarterly Monitoring, updating Members on progress made against the Implementation Plan for the quarter. She provided an update in each of the objectives that were included in the Strategy.

Objective 1 – Identify and prioritise Member training and development needs

The Democratic Services team were in the process of contacting Members to schedule their Personal Development Reviews with the Leadership Development Advisor, to take place during July-September 2022.

Objective 2 – Review and refresh the Members' Personal Development Review process to ensure that it remains effective for both experienced Members and new Members

Further discussion was held during Item 5 of the agenda.

Objective 3 – Provision of an Annual Member Development Programme

The Member Development Programme for 2022-23 was approved by the Fire Authority on 22nd June 2022. Further discussion was held during Item 4 of the agenda.

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

Four new Members joined the Fire Authority for 2022-23. All new Members had a meeting scheduled with the Chief Fire Officer and Chief Executive. A meeting would also be arranged with their officer buddies once buddy appointments had been confirmed by the Service Management Team. All Members were sent an electronic copy of the Member Induction Handbook 2022-23 and a hard copy would be provided at the Members' Planning Day on Friday 8th July.

Objective 5 – Member Champions

Following the conclusion of the Review of the Member Champion arrangements, all Member Champion were expected to liaise with lead officers to create role profiles of their champion role. Champion and lead officer meetings would take place once lead officer appointments had been finalised by the Service Management Team. A further review of the Member Champion arrangements for 2022-23 would take place later in the year by the Governance and Constitution Committee.

Objective 6 – Continuous Improvement

The Member Satisfaction Survey 2021-22 had concluded. Further discussion was held during Item 6 of the agenda.

RESOLVED: That

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

4 MEMBER DEVELOPMENT PROGRAMME 2022-24 - QUARTERLY MONITORING

The Governance and Corporate Planning Manager presented a quarterly update on the Member Development Programme 2022-23. She noted that the postponed events from 2021-22 were included within the Programme as well as generic annual training. The Programme had been approved by the Fire Authority on 22nd June.

Members welcomed the fact that more training and development opportunities such as the Members' Planning Day were taking place in person. It was also noted that some training sessions were virtual for added convenience to Members.

The Governance and Corporate Planning Manager advised that the Internal Audit Training session had recent taken place; however, attendance was low. She advised that officers had recorded the training session and the recording was available to Members upon request.

The Group queried what equality, diversity and inclusion webinars were available to Members. The Governance and Corporate Planning Manager advised that the Equality and Inclusion Advisor was due to leave post, and this would be arranged when his successor was appointed.

A Member requested that a training and development session on the outcome of the

White Paper on Fire Reform be available once a decision had been made by the Government. Officers explained the matter would likely be considered at an appropriate Members' Planning Day.

RESOLVED: That

[1] the progress on the delivery of the Member Development Programme 2022-23 be noted.

5 DISCUSSION ITEM - MEMBER PERSONAL DEVELOPMENT REVIEW PROCESS

The Governance and Corporate Planning Manager introduced the discussion item which sought the views of the Group on the current Member Personal Development Reviews. She explained the current process for existing and new Members and highlighted the Personal Development Plan Template attached as Appendix 1.

The Group advised they were satisfied with the process in place and believed it worked well. The Leadership Development Advisor provided an update on the process taking place this year. She confirmed that 14 Members had their Personal Development Reviews scheduled and the team were awaiting confirmation of dates for the remaining Members.

6 OUTCOMES FROM THE MEMBER SATISFACTION SURVEY 2021-22

The Governance Officer advised that the Member Satisfaction Survey 2021-22 had received 5 responses. Due to the lack of responses, the Group agreed to extend the survey submission deadline and the item be postponed until the next meeting.

RESOLVED: That

[1] the Member Satisfaction Survey 2021-22 be extended; and

[2] the Outcomes from the Member Satisfaction Survey 2021-22 be reported to the Member Training and Development Group at its meeting on Tuesday 4th October 2022.

7 DRAFT MEMBER TRAINING AND DEVELOPMENT WORK PROGRAMME 2022-23

The Governance Officer provided a draft copy of the Member Training and Development Work Programme 2022-23. Members noted the content for the meetings and requested that a further discussion around the Member Satisfaction Survey results was needed in October.

RESOLVED: That

[1] subject to minor amendments, the draft Work Programme for the Member Training and Development Group be approved.