



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 4 October 2022 via Skype at 10.00 am**

**PRESENT:** Councillors Gina Lewis (Chair), Karen Mundry, 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 of the meeting on Tuesday 5<sup>th</sup> July 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 Members Training and Development Needs**

Further discussion was held during Item 5 on the agenda.

**Objective 3 – Provision of an Annual Member Development Programme that is in line with priorities identified and within available resources**

Several training sessions had taken place this quarter and further were planned during the next quarter. Further discussion was held during Item 4 on the agenda.

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

The Governance Officer explained that all new Members had met with the Chief Fire Officer and most Members had met with their officer buddy. The Governance and Corporate Planning Manager advised that following the Service Management Team restructure, the officer buddy list would need to be reviewed and new meetings would be scheduled if there were any changes to allocations.

### **Objective 5 – Member Champions**

The Governance Officer explained that all Member Champions had met with their lead officer. However, another meeting may be initiated if the lead officer allocations change as a result of the Service Management Team restructure.

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

Following the decision to extend the deadline of the Member Satisfaction Survey 2021-22, a total of 16 Members had responded. Further discussion was held during Item 6 on the agenda.

#### **RESOLVED: That**

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

## **4 MEMBER DEVELOPMENT PROGRAMME 2022-23 - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented a quarterly update on the Member Development Programme 2022-23. She advised that a number of training and development opportunities had taken place throughout the second quarter. She also explained that there were several upcoming opportunities for Members which included tours of Safety Central and North West Fire Control as well as the 'Day in the Life of a Firefighter' session.

The Group noted that two Skype webinars had taken place and were well received. A Member suggested that the next webinar should be based on mental health and wellbeing within the Service. The Governance and Corporate Planning Manager advised that the Democratic Services team were part of the Teams pilot and future webinars could be hosted on this platform.

The Group provided other suggested for training and development opportunities for the Fire Authority which included a tour of workshops, a defibrillator demonstration, and a chance to watch operational crews participate in training at the Training Centre.

#### **RESOLVED: That**

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

## **5 MEMBER PERSONAL DEVELOPMENT REVIEW UPDATE**

The Leadership Development Advisor provided an update on the Member Personal Development Reviews. She informed the Group that 20 Members had received their Personal Development Review via Skype or telephone.

She advised that Members were catching up on the training and development opportunities missed during the Pandemic and Members were keen to attend sessions on the Day in the Life of a Firefighter and the tour of North West Fire Control. Members requested that tours of Chester Fire Station and Crewe Fire Station, once the build was completed, be arranged for all Members.

The Chair queried whether training on equality, diversity and inclusion would be arranged for Members and commented that the workshops around the subject last year were useful. The Governance and Corporate Planning Manager advised that training would be arranged once the Equality and Inclusion Advisor was appointed.

The Leadership Development Advisor also explained that there had been a greater emphasis on Member Champion development since the introduction of the Member Champion role profiles.

**RESOLVED: That**

**[1] the Member Personal Development Review Update be noted.**

## **6 MEMBER SATISFACTION SURVEY 2021-22 RESULTS**

The Governance Officer introduced the item which informed Members of the results of the Member Satisfaction Survey 2021-22. She advised that the survey was designed in two sections to provide feedback on individual and generic training needs. There were 16 respondents in total.

Members noted the positive feedback from the survey and welcomed suggestions. Members agreed that the introduction of mid-year contact from the Leadership Development Advisor would be beneficial for Member development.

**RESOLVED: That**

**[1] the Member Satisfaction Survey 2021-22 Results be noted.**

## **7 WORK PROGRAMME 2022-23**

The Governance Officer provided a copy of the Member Training and Development Work Programme 2022-23. Members noted the content for upcoming meetings.

The Governance and Corporate Planning Manager asked Members whether they would prefer to reduce the number of meetings in 2023-24 from 4 to 3. Members advised against reducing the number of meetings given the anticipated number of new Members expected to join the Fire Authority in 2023-24.

**RESOLVED: That**

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