



MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 4 April 2023 via Teams at 10.00 am

PRESENT: Councillors Gina Lewis (Chair), David Brown, Karen Mundry and independent (non-elected) member Derek Barnett

1 APOLOGIES

Apologies were received from Councillors Rob Moreton and Stuart Parker.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

[1] the notes for the meeting on Tuesday 6th December 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

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

Objective 3 – Provision of an Annual Member Development Programme

Further discussion was held during Item 4 – Member Development Programme 2022-23 – Quarterly Monitoring.

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

A Member raised that the upcoming local elections were due to be held on 4th May 2023 and new members may join Cheshire Fire Authority. They queried how new Members would be supported. The Governance and Corporate Planning Manager advised that an induction day for new members had been planned for July 2023.

Further discussion was held during Item 8 – Discussion Paper: Proposals for Member Induction Programme 2023-24.

Objective 5 – Member Champions

The Governance Officer advised that the Governance and Constitution Committee was considering the Member Champions arrangements at its meeting on 19th April 2023 following the recommendations implemented within the last 12 months.

Objective 6 – Continuous Development

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

RESOLVED: That

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

4 MEMBER DEVELOPMENT PROGRAMME 2022-23 - QUARTERLY MONITORING

The Governance Officer presented a quarterly update on the Member Development Programme 2022-23. She advised that a number of training and development opportunities had taken place during the quarter.

Members advised they found the Member Planning Day which took place on Friday 31st March to be interesting and informative. However, it was noted that attendance by Members was low. The Governance and Corporate Planning Manager indicated that many of the apologies were received on the day of the meeting.

A Member suggested implementing a buddy scheme between the experienced and new Fire Authority Members. They advised the buddy scheme between Members and officers works well and suggested that a scheme between Members would help new Members joining the Fire Authority after the election in May. It was suggested that the scheme would run informally by Members within their political groups.

RESOLVED: That

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

5 DRAFT REVIEW OF MEMBER TRAINING AND DEVELOPMENT 2022-23

The Governance Officer presented the draft review which considered Member training and development activities undertaken throughout the municipal year. 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. The final report was due to be submitted to the Fire Authority on Wednesday 26th April 2023.

RESOLVED: That

- [1] subject to minor amendments, the Draft Review of Member Training and Development 2022-23 be approved for submission to the Fire Authority on 26th April 2023.**

6 DISCUSSION ITEM - MEMBER SATISFACTION SURVEY

The Governance Officer introduced the discussion item on the Member Satisfaction Survey for 2022-23. Feedback was requested from the Group on the proposed questions and delivery of the survey.

Members were satisfied with the proposed questions. However, it was agreed that the survey would be a paper copy to be sent with the agenda for the Cheshire Fire Authority meeting on 26th April 2023. Any Members that had not returned their completed survey at the Cheshire Fire Authority meeting would be asked to complete a survey during the meeting.

RESOLVED: That

- [1] the proposed question for the Member Satisfaction Survey 2022-23 be approved; and**
- [2] the Member Satisfaction Survey 2022-23 be sent to Members with the Cheshire Fire Authority agenda pack for its next meeting.**

7 DISCUSSION ITEM - MEMBER OFFICER BUDDY SYSTEM REVIEW

The Governance Officer introduced the discussion item on the Member and Officer Buddying System Review which allowed Members to discuss existing arrangements for the buddy process. The discussion formed part of Key Action 4.3 within the Member Development Strategy 2022-24.

Members commented that they met frequently with their officer buddies and were satisfied with existing arrangements. A Member suggested including the questions from the discussion items within the Member Satisfaction Survey 2022-23.

RESOLVED: That

- [1] the current arrangements for the Member Officer Buddy System remain; and**
- [2] the questions from the discussion item be included in the Member Satisfaction Survey 2022-23.**

8 DISCUSSION ITEM - PROPOSALS FOR MEMBER INDUCTION PROGRAMME 2023-24

The Governance Officer introduced the discussion item which provided a summary of the proposals for new Member induction. The Group discussed the three aspects of new Member induction: the welcome pack, including the Member Induction Handbook; induction activities; and meetings with officer buddies.

Officers advised that all-out local elections in Cheshire East and Cheshire West and Chester Boroughs taking place this year could lead to a higher Member turnover than experienced in previous years.

The Group provided positive feedback to the officers on the proposals within the discussion item. It was noted that the Member Induction Handbook was a helpful tool and officers were updating the Handbook to be ready for the first Fire Authority meeting of 2023-24.

RESOLVED: That

[1] officers continue with the proposed arrangements for new Fire Authority member induction for 2023-24.

9 DRAFT WORK PROGRAMME 2023-24

The Governance Officer presented the draft Work Programme of the Member Training and Development Group for 2023-23. Members noted the content for upcoming meetings.

RESOLVED: That

[1] the Work Programme for 2023-24 for the Member Training and Development Group be approved.