



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

**PRESENT:** Councillors Laura Smith (Chair), Kath Buckley, Rob Moreton and Karen Mundry

**1 APOLOGIES**

Apologies were received from Councillor Peter Coan and independent (non-elected) member Derek Barnett.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED:** That

**[1] the notes for the meeting on Tuesday 4<sup>th</sup> April 2023 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 included in the Strategy.

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

The Democratic Services team were in the process of scheduling the Member Personal Development Reviews with the Leadership Development Advisor. The meetings would take place between July – September 2023 and an update would be provided to the Group in October 2023.

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

Further discussion was held during Item 4 – Member Development Programme 2023-24 – Quarterly Monitoring.

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

It was reported that six new Members were joining the Fire Authority for 2023-24. All new Members had met with the Chief Fire Officer and were due to undertake a half day induction on 5<sup>th</sup> July. Once the Member/officer buddies were finalised, all Members would be contacted to schedule a meeting.

A copy of the Member induction Handbook 2023-24 had been circulated at the Fire Authority meeting on 28<sup>th</sup> June 2023.

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

The Democratic Services team were in the process of scheduling the Member Champions meetings with their lead officers.

### **Objective 6 – Continuous Improvement**

Further discussion was held during Item 5 – Outcomes of the Member Satisfaction Survey 2022-23.

A Member queried whether there was any guidance available relating to Member Champion roles. The Governance Officer advised that role profiles for each Member Champion were created as part of the review of the Member Champion arrangements last year.

## **4 MEMBER DEVELOPMENT PROGRAMME 2023-24 - QUARTERLY MONITORING**

The Governance Officer presented a quarterly update on the Member Development Programme 2023-24. She referred to the training sessions covered in Appendix 1 to the report and advised that the Programme was approved by the Fire Authority on 26<sup>th</sup> April 2023.

A Member queried whether attendance at training sessions was monitored. The Governance Officer advised that although there is no minimum requirement to attend training sessions, attendance is recorded to supplement the Member Attendance Summary report which is submitted to the Governance and Constitution Committee annually. Further discussion surrounding Member attendance at training events took place during Item 6 of the agenda pack.

### **RESOLVED: That**

**[1] the progress on the delivery of the Member Development Programme 2023-24 be noted.**

## **5 OUTCOMES OF THE MEMBER SATISFACTION SURVEY 2022-23**

The Governance Officer introduced the report which provided the feedback from the Member Satisfaction Survey 2022-23. She advised that the survey was split into three sections: feedback on individual training and development; feedback on the training and development opportunities provided to the Fire Authority; and feedback on the Member/officer buddy system.

The Governance Officer advised that there were 16 responses in total and summarised the feedback contained in Appendix 1 to the report. Members noted the positive feedback throughout the survey.

A Member queried the difference between the Member/officer buddy system and the lead officer roles assigned to Member Champions. The Governance Officer advised that buddies were aligned as much as possible to the champion role they were lead officer for. Buddies support Members during their time on the Fire Authority and act as a point of contact. Lead officers help Members to fulfil their champion roles

**RESOLVED: That**

**[1] the outcomes of the Member Satisfaction Survey 2022-23 be noted.**

## **6 MEMBER ATTENDANCE AT EVENTS AND TRAINING SESSIONS**

The Governance Officer introduced the discussion item to advise that Member attendance at events and training sessions had declined during 2022-23. She advised of the current attendance monitoring and requirements in place and provided attendance figures for Member Planning Days and training sessions during 2022-23. She asked Members for their suggestions on ways to improve attendance for the year ahead.

A Member commented on the convenience of virtual meetings and training sessions where possible due to time constraints during the day. The group agreed that a virtual approach was also more inclusive.

Members agreed that guidelines on attendance at events and training sessions, similar to those issued for meeting attendance, were not required. However, they welcomed testimonials from those who attended previous sessions/events to encourage attendance.

Members said that they prefer events and training sessions invites to be in electronic diaries well in advance to aid their time management.

The Governance Officer referred to attendance at events and queried whether Members would be interested in a rota to ensure the Fire Authority was represented at each Prince's Trust Graduation. The Chair advised that further information about the impact Member attendance had on Prince's Trust graduates should be highlighted to the Fire Authority Members.

Members queried why there was not a Prince's Trust cohort in Warrington. The Governance Officer advised that she would forward the query onto the Prevention team responsible for coordinating Prince's Trust Programmes and provide a response in due course.

Members also asked how information about Fire Authority activities was fed back to the constituent councils. The Governance Officer explained there was no formal process by the Service but suggested that this could form part of the role of the Lead Members.

**RESOLVED: That**

**[1] the update on Member attendance at events and training sessions be noted and to be monitored by the Group going forward.**

**7 REVIEW OF THE PERSONAL DEVELOPMENT REVIEW PROCESS**

The Governance Officer introduced the item which sought feedback on the current arrangements for the Member Personal Development Review Process. She highlighted the Personal Development Plan attached to the agenda pack which was used during the Personal Development Reviews with the Leadership Development Advisor.

Members commented that the current process aids their understanding of the Service and helped identify areas of improvement. It was agreed that the Personal Development Plan was fit for purpose subject to minor updates.

**RESOLVED: That**

**[1] the Review of the Personal Development Review Process be noted and an update on the outcomes of the Personal Development Reviews be submitted to the next meeting.**

**8 WORK PROGRAMME 2023-24**

The Governance Officer provided a copy of the Member Training and Development Group Work programme 2023-24. Members noted the content for the meetings and advised they would contact Democratic Services to request any additional items.

**RESOLVED: That**

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