



MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 4 October 2016 at Meeting Room 1 - Fire Service Headquarters, Winsford, Cheshire at 10.30 am

PRESENT: Councillors D Flude, S Parker, M Simon and Independent member L Thomson

1 APOLOGIES

Apologies were received from Councillor M Tarr.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

The notes of the meeting held on 5 July 2016 be approved as a correct record.

3 MEMBER DEVELOPMENT PROGRAMME 2016/17: QUARTERLY MONITORING

The Member Development Programme 16-17 was approved at the Fire Authority meeting held on 15th June 2016. Members of the Member Training and Development Group (MTDG) were asked to review progress against the programme and to identify any training needs that they felt were not currently being met.

The Democratic Service Manager (DSM) presented the report and provided an update on delivery of the programme to date. She drew Members attention to the appendix attached to the report which provided details of the programme, Members attendance and an overview of the evaluation feedback received. She also informed Members of the current position in relation to the delivery of the induction programme for new Members. Members were asked to note that there had been several changes to dates/sessions to tailor the programme to Members availability and the requirements of the Service.

Members discussed the report and a number of issues were raised which included:

- The need to ensure that Members and appointing authorities were aware of the commitment required for a role on the Fire Authority;
- The importance of attending induction and training sessions for Members to gain an understanding of the Authority, roles and responsibilities and the key issues for the Authority;
- The requirement to ensure Members were trained in the relevant aspects of the Service and governance arrangements to enable them to support officers in preparation for the forthcoming Fire Reform programme which would include the re-introduction of a statutory inspection regime for Fire Authorities.

The Chair commented that she would raise the importance of commitment to training

to Members at the next Fire Authority meeting as this would be particularly important going forward as it was expected that Fire Authority governance arrangements would be closely scrutinised as part of the reform programme. Members input and awareness of the Blue Light Collaboration Programme was also discussed and a request was made to add a visit to Police HQ to the induction programme.

Members queried if there was a role description provided for Fire Authority Members to be considered by local authorities when making appointments to the Authority. The DSM explained that an information pack was provided to local authorities on an annual basis which contained information on Members roles and responsibilities and the commitment required for meetings and Member development. This information was also provided for new Members as part of their induction pack. Members requested that a role/job description be developed to complement the current information provided.

RESOLVED: That

- [1] progress on the delivery of the 2016-17 Member Training and Development Programme be noted; and**
- [2] a draft role/job description be submitted to the December Member Training and Development Group meeting.**

4 PERSONAL DEVELOPMENT REVIEWS: PROPOSALS FOR 2016/17

The Leadership Development Adviser (LDA) introduced the report and outlined the details of proposals for Personal Development Reviews (PDRs) for 2016-17. She updated Members on the proposed changes to the forms used for PDRs and advised that the revised forms were attached as appendices to the report.

The LDA drew Members attention to the proposed timelines for individual PDRs and explained that new Members PDRS would be carried out in the first phase of the programme, scheduled to commence in December, as there may be emerging development needs that were not covered by the induction process. The remainder of PDRs would be arranged for January and February 2017 and a report on the outcomes of the reviews and proposed training plans would be submitted to the MTDG in March 2017. The LDA added that once the programme of reviews was completed she would monitor the delivery of the training plan and also review Members Personal Development Plans on a quarterly basis.

Members were content with the proposed changes to the review forms and it was agreed that they would be used for 2016-17 reviews. They also discussed future training and development priorities which included training for trustees (for the Safety Centre) and member input in respect of the future development of the training facilities at Fire HQ.

Members also discussed their roles in the current committee structure and local unitary arrangements. A Member commented that the Unitary Performance Group (UPG) meetings had become more strategic and there was little opportunity to visit local stations and crews to get an idea of what was happening on the ground. She suggested that a survey of Members to get feedback on the current format of the

UPG meetings would be useful to ensure it was fulfilling members' requirements.

RESOLVED: That

[1] the proposals for the delivery of Personal Development Reviews and the revisions to the review forms for 2016-17 be agreed.

5 DRAFT MEMBER DEVELOPMENT STRATEGY 2017-18

The DSM presented the draft Member Training and Development Strategy to cover the period from January 2017 to June 2018 to Members to approve for submission to the Fire Authority. She explained that, in light of ongoing collaboration programme and the impact on capacity/resources, the strategy was focused on maintaining current standards and the development of current provisions.

A number of points raised during discussions on previous items were picked up at this point which included:

- Adding an objective to ensure that the Authority's training and development programmes would align to any changes introduced as part of the Fire Reform Programme and the introduction of a new inspection regime for Fire;
- Reviewing Member Champion roles and ensuring Member support and input in new ventures and initiatives (eg Apprenticeships Scheme, Safety Centre);
- Member/Officer buddy arrangements – need to ensure continuity during changes to staffing structures;
- Member Satisfaction Survey – to provide more in-depth feedback on the service provided to Fire Authority Members and inform future development.

The Chair requested that these items be brought to the CFO's attention. The DSM explained that she would add an objective to the Strategy in respect of the alignment to future inspection regimes and also in respect of the provision of a Member Satisfaction survey. A revised copy of the Strategy would be distributed to the group prior to submission to Fire Authority. The DSM would also provide a list of actions from the meeting for the attention of the CFO and would progress these actions, as appropriate, with relevant officers. An update would be provided for the group at its next meeting in December.

RESOLVED: That:

[1] the draft Member Development Strategy for 2017-18 be approved for submission to the Fire Authority in December 2016 subject to the addition of an objective to link to the future inspection regime and an objective to carry out a Member satisfaction survey; and

[2] a copy of the actions arising from the meeting to be submitted to the Chief Fire Officer and Chief Executive, for information and an update on progress be submitted to the next meeting of the MTDG.