



**NOTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP
held on Tuesday, 12 December 2023 at Remote Meeting via Teams at 10.00 am**

PRESENT: Councillors Kath Buckley and Karen Mundry

1 APOLOGIES

Apologies were received from Councillors Peter Coan, Rob Moreton, Laura Smith (Chair) and independent (non-elected) member, Derek Barnett.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

[1] the notes from the previous meeting on Tuesday 4th July 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

She advised that all Member development interviews had taken place with the Leadership Development Advisor. Further discussion was held during Item 5 – Members' Personal Development Review Outcomes 2023-24.

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 6 – Discussion Item – Review of the Personal Development Review Process.

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 most Members had met with their officer buddy. Further discussion was held during Item 7 – Discussion Item – Review of the Member/Officer Buddy System.

Objective 5 – Member Champion

It was reported that most Members had met with their lead officer and had revised their Member Champion role profiles.

The Governance Officer explained that following a meeting with the Director of Governance communications would be sent to all Members and officers to gather updates on the activities of the Member Champion. The updates would then be presented at a future Member Planning Day.

RESOLVED: That

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

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. It was noted that the tour of Safety Centre and training session on “Day in the Life of a Firefighter” was postponed to the new year due to a lack of uptake from Members on the original scheduled dates.

She also explained that Democratic Service were in the process of arranging a training session on the fire risks associated with lithium batteries for January 2024. The Group advised they preferred that the training session took place on Teams as it would encourage more Members to attend as they would avoid travel time.

Members noted the importance of Member Planning Day and how valuable they were when updating local authorities on the activity of the Service. The Governance Officer advised that next municipal year, the Service were exploring hosting Member Planning Days on other sites such as Safety Central and North West Fire Control and organising tours on the rise of meetings. The Group welcomed the suggestion.

RESOLVED: That

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

5 MEMBERS' PERSONAL DEVELOPMENT REVIEW OUTCOMES 2023-24

The Leadership Development Advisor introduced the report on the outcomes of the Members' Personal Development Reviews (PDR). She advised that the PDR

process was now complete, with all Members receiving a PDR. Most PDRs were conducted via Teams or telephone and only one took place in person.

New Members used the existing score matrix form and established Members reviewed their scores and actions from 2022-23. The Leadership Development Advisor found that most Members were prepared to be far more self-sufficient in organising their own learning activities and took advantage of the Officer Buddy relationship to enhance personal learning. It was also noted that there was a better understanding of the requirements of the Member Champion roles.

Members noted the positive feedback from the report and considered the feedback for improvement. The Leadership Development Advisor had met with the Democratic Services team to address the actions raised through the PDRs.

RESOLVED: That

[1] the Member Personal Development Review Outcomes 2023-24 be noted.

6 DISCUSSION ITEM - REVIEW OF THE PERSONAL DEVELOPMENT REVIEW PROCESS

The Governance Officer introduced the discussion item which enabled Members to provide feedback on the Personal Development Review (PDR) process and make recommendations for improvement. Members worked through the suggested question within the report to aid discussion.

All Members had chosen to conduct their PDRs via Teams. Although one Member noted that her previous PDR was conducted face to face, the consensus was that a virtual platform was more convenient.

It was noted that Members benefitted from their PDRs as they were able to recognise their progress and identify any areas for development. They found the process to be efficient and should be maintained for consistency.

A Member suggested that all new Members should be meet with the Democratic Services team approximately six months after joining the Fire Authority. Members recognised that joining the Fire Authority could initially feel overwhelming and an opportunity to meet with officers after six months would allow new Members to discuss any issues.

7 DISCUSSION ITEM - REVIEW OF THE MEMBER/ OFFICER BUDDY SYSTEM

The Governance Officer introduced the discussion item which enabled Members to review the existing arrangements for the Member/ Officer Buddy system and make recommendations for improvement. Members worked through the suggested questions listed in the report to aid discussion.

It was noted that Members met with their officer buddy regularly and noted that officers were useful in helping understand the organisation and technical jargon.

They also noted that Members felt comfortable providing officers with feedback.

When asked whether the Member/ Officer Buddy arrangements needed to be formalised, Members felt that it should not as the system needed to be flexible to suit everyone's schedules and preferred communication styles.