



MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 9 July 2024 at Remote Meeting via Teams at 10.00 am

PRESENT: Councillors Geoff Smith (Chair), Karen Mundry and independent (non-elected) member Derek Barnett

1 APOLOGIES

Apologies were received from Councillors Peter Coan and Phil Rimmer.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

[1] the notes for the meeting on Tuesday 4th April 2024 be approved as a correct record.

3 MEMBER DEVELOPMENT STRATEGY 2024-26 - IMPLEMENTATION - QUARTERLY MONITORING

The Governance Officer presented the report on the Member Development Strategy 2024-26 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 2024 and an update would be provided to the Group in October 2024.

Objective 3 – Provision of an Annual Member Development Programme

Further discussion was held during Item 4 – Member Development Programme 2024-25 – Quarterly Monitoring.

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

It was reported that seven new Members were joining the Fire Authority for 2024-25. All new Members had met with the Chief Fire Officer and were due to undertake a half day induction on 12th July. The Member/officer buddies were finalised and Democratic Services were contacting all Members to arrange an initial meeting.

A copy of the Member induction Handbook 2024-25 had been circulated at the Fire Authority meeting on 26th June 2024.

Objective 5 – Member Champions

The Member Champion arrangements were reviewed by the Governance and Constitution Committee during 2023-24. 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 2023-24.

Members commented that they could see a lot of work had gone into the training and development programme and expressed their appreciation to the team.

4 MEMBER DEVELOPMENT PROGRAMME 2024-25 - QUARTERLY MONITORING

The Governance Officer presented a quarterly update on the Member Development Programme 2024-25. 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 24th April 2024.

A member queried whether there would be opportunities for Members to have a tour of the Training Centre. The Governance Officer advised that the new Members would have a tour as part of their induction a tour was included in the 'Day in the Life of a Firefighter' training session.

The Governance and Corporate Planning Manager asked for Members suggestions on training. It was mentioned that a previous training session had been delivered on unconscious bias that had been good and could it be run again. It was also suggested that a training session on neurodiversity would be beneficial and provide Members with the confidence to deal with individual needs.

RESOLVED: That

[1] the progress on the delivery of the Member Development Programme 2024-25 be noted.

5 REVIEW OF THE MEMBERS' 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 aided their understanding of the Service and helped identify areas of improvement. It was suggested that new Members would need to complete the review in order to understand the process before providing any feedback.

Members added that the preference would be to hold the reviews in person rather than virtually as this would help build relationships with staff and felt more beneficial to Members.

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.

6 OUTCOMES OF THE MEMBER SATISFACTION SURVEY 2023-24

The Governance Officer introduced the report which provided the feedback from the Member Satisfaction Survey 2023-24. 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 team to assist with their departmental review.

The Governance Officer advised that there were 14 responses in total and summarised the feedback contained in Appendix 1 to the report. Members noted the positive feedback throughout the survey. Members agreed that the feedback given was genuine and well deserved. It was commented that Members were impressed with the transparency shown by the Service and that others could learn from it.

RESOLVED: That

[1] the outcomes of the Member Satisfaction Survey 2023-24 be noted.

7 WORK PROGRAMME

The Governance Officer provided a copy of the Member Training and Development Group Work Programme 2024-25. 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.