



**NOTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP
held on Tuesday, 21 March 2017 at Meeting Room 1 - Fire Service Headquarters,
Winsford, Cheshire at 10.30 am**

PRESENT: Councillors D Flude, S Parker and Independent Member L Thomson

1 APOLOGIES

Apologies were received from Councillors M Simon and M Tarr.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

The notes of the meeting held on 13th December 2016 be approved as a correct record.

3 PERSONAL DEVELOPMENT REVIEWS 2016/17

The Member Personal Development Review (PDR) process commenced on 2nd December 2016 and was completed on 14th February 2017. The Leadership Development Advisor attended the meeting to provide an update on the process and outcomes.

She explained that all Members had completed a PDR and a high level of work had been completed in advance of the review meeting. This year the emphasis had been on development activities which were specific to the individual Member, in many cases to support the Member Champion role. A delivery plan for these activities had been developed in consultation with Democratic Services. There were also some new development needs requested by a number of Members and these would be incorporated into the Member Development Programme for 2017/18. The activities included understanding and preparing for the Home Office Inspection Process, Communications – appropriate use of social media for PR and engagement with the wider community and generic IT skills.

The Leadership Development Advisor informed the group that, as new Members were still working through the induction process, she had agreed to contact them again in April to discuss whether there were still outstanding development needs once the induction process was complete. It was suggested that new Members were also asked to provide their feedback on the induction process as part of this discussion and Democratic Services would work with the Learning Development Advisor to facilitate this.

RESOLVED: That

- [1] The update on Members Personal Development Review outcomes be noted; and**
- [2] Democratic Services liaise with the Learning Development Advisor to arrange for the evaluation of the induction process to be carried out in conjunction with the follow up PDR discussions with new Members.**

4 MEMBER DEVELOPMENT PROGRAMME 2016/17 - QUARTERLY MONITORING

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

The Democratic Services 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. It was noted that a number of sessions had been delivered during the quarter which included a Members Planning Day covering financial and service plan proposals for 2017/18. As indicated by the evaluation responses the planning days continued to provide an excellent forum for discussion and engagement with Members. However an individual Member did rate the session as 'Poor' but did not provide any further details.

Members discussed the information provided and requested that the evaluation forms be reviewed to ensure that if a 'fair' or poor' rating was given, a rationale for the low scoring was also provided. This would assist Democratic Services and officers providing the training/development sessions in ensuring that the programme was meeting members needs, where possible and would also highlight where improvements could be made. The Chair also requested that an exercise be undertaken to provide a summary of the feedback received on planning days for 2016/17 and it was agreed that this summary would be included in the annual Member Development report.

RESOLVED: That

- [1] progress against delivery of the 2016/17 Member Training and Development Programme be noted; and**
- [2] training and development evaluation forms be revised to capture further information on 'fair' or 'poor' ratings.**

5 PROPOSALS FOR 2017/18 MEMBER DEVELOPMENT AND INDUCTION PROGRAMME

This report presented the draft Member Development Programme and Members Induction Programme for 2017/18 to the MTDG for approval for submission to the Fire Authority in June 2017.

The DSM explained that the Member Development Programme for 2016/17 would

cover the generic training and development sessions for all Members and the induction sessions for new Members. There were some new development needs identified in PDRs in respect of ICT/Social Media Training and Home Office inspections and development opportunities for these needs had been incorporated into the programme.

Members discussed the information provided and were satisfied that the programme covered the relevant training and development requirements for Members. Members asked the DSM if she could check whether safeguarding training would be required as part of the 17/18 programme and also if operational cluster exercises would be held during the year.

RESOLVED: That

[1] the draft 2017/18 Member Development Programme be approved for submission to the Fire Authority in June 2017.

6 MEMBER DEVELOPMENT STRATEGY 2017-18 IMPLEMENTATION PLAN: QUARTERLY MONITORING

The Member Development Strategy 2017-18 was approved by the Fire Authority at its meeting held on 7th December 2016. It was agreed that the implementation and review of the Strategy would be monitored by the MTDG and the report provided an update on progress made in respect of the implementation plan.

The DSM explained that the majority of objectives in the implementation plan were not yet scheduled for completion. However a couple of key actions had been completed for this year which included the delivery of PDRs to all Members and the delivery of the 2016/17 Member Development programme.

Members also discussed the work that had commenced on the development of a Fire Authority Member job description and a letter to the constituent authorities to provide more detailed information for group leaders when selecting Members to be appointed to the Fire Authority. A draft job description was distributed to Members for consideration.

Members were generally content with the draft JD subject to the addition of a sentence to reflect that Members should promote the work of the Fire Authority particularly the evolving prevention role and to add more emphasis to Members attendance requirements. Members also requested that the importance of a term of office be emphasised in the induction information and it was agreed that this information should be sent through to group leaders at each constituent authority with a cover letter from the Chair of the Authority.

RESOLVED: That

[1] the quarterly monitoring report for the Member Development Strategy 2017-18 be noted;

[2] the draft JD be sent out with the Fire Authority appointments information subject to the addition of an activity to promote the work of the Authority

- and more emphasis on the requirement to attend meetings; and**
[3] a letter be drafted for the Chair of the Authority to send with the induction information to emphasise the commitment required from Fire Authority members and the importance of continuity of membership.

7 ANNUAL MEMBER DEVELOPMENT REPORT

The Democratic Service Manager explained that it was proposed that the format and content of the annual report on Member Development for 2016/17 remained the same with the addition of a section which summarises Members evaluation of the training activities delivered. The report was scheduled to be submitted to CFA in June 2017 and Members were happy with the approach suggested. The Democratic Services Manager would distribute a draft to group Members for review prior to submission.

RESOLVED: That:

- [1] the draft Annual report to CFA be distributed to MTDG Members for comment prior to submission to CFA.**

8 WORK PROGRAMME 2017/18

RESOLVED: That

- [1] the work programme for 2017/18 be approved.**