



Making Cheshire Safer

Member Training and Development Group Review 2016-17

Version 1.0 – May 2017



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1. FOREWORD

The Fire Authority has continued to maintain the standards that have already been achieved in the delivery of its Member Development activities throughout 2016-17. There have been a number of new Members on the Authority this year and the focus of these activities has been on the induction programme for new Members. The feedback received from Members involved in the induction progress has been positive and the induction sessions have been well received.

The Member Training and Development Group (MTDG) continue to develop, monitor and review Member Development activities and I would like to take this opportunity to thank my fellow Members on the Member Training and Development Group (MTDG) for their continued input and enthusiasm during 2016/17. I would also like to thank all Fire Authority Members for their attendance and contributions to the Authority's Member Development programme throughout 2016/17 and for helping the Authority maintain its 100% completion rate for Members PDRs. Finally a big thank you to all the staff who have supported the programme throughout the year.

This coming year Member development activities will place more of a focus on gaining an understanding of the requirements of the Home Office inspection regime and it is important that Members play an active role in this process.

Councillor Dorothy Flude
Chair, Member Training and Development Group



2. INTRODUCTION

The Authority remains committed to ensuring that all Members have access to and undertake adequate training and development opportunities to better enable them to fulfil their roles as Fire Authority Members. This report provides a review of the Member Development activities that the Authority has undertaken during 2016-17 and the work carried out by the Member Training and Development Group.

The Member Training and Development Group (MTDG) have continued to take a lead role in developing and implementing the Member Development Strategy. The current Member Development Strategy covers the period from 2017 to 2018 and was approved by the Fire Authority in December 2016.

MEMBERSHIP AND ROLE OF THE MEMBER TRAINING AND DEVELOPMENT GROUP

- 2.1 The Cheshire Fire Authority's Member Training and Development Group is a cross-party group composed of four Fire Authority Members and an Independent non-political Member (who is also a member of the Authority's Governance and Constitution Committee).

Membership for 2016/17

Councillor D Flude (Chair)

Councillor S Parker

Councillor M Simon

Councillor M Tarr

Mrs L Thomson (Independent Non-elected Member)

- 2.2 **Terms of Reference**

MEMBERSHIP

The Group shall comprise of four Members and one independent non-elected member.

Membership of the Group will be determined by the Fire Authority at its Annual Meeting in June.

RESPONSIBILITIES

The role of the Member Training & Development Group is:

Advise the Fire Authority on the development, monitoring and evaluation of a Member Training and Development Programme to ensure that Members' training needs are being met;

Advise the Fire Authority on developing, monitoring and reviewing the Member Development Strategy and ensuring that the Member Development Programme is developed in line with this strategy and to meet individual member development needs.

This Group reports directly to the Authority on matters relating to the Member Development.

3. MEMBER TRAINING AND DEVELOPMENT GROUP WORK PROGRAMME 2016/17

3.1 The Member Training and Development Group meets on a quarterly basis to carry out its roles and functions in respect of the development, monitoring and evaluation of Member Development activities for Fire Authority Members.

3.2 The Group plays a key role in assisting Officers with Member Development activities and key areas of work that the Group have carried out during 2016/17 include:

Development, implementation and quarterly monitoring of the Member Development Strategy 2017-18;
Review of Strategy objectives and evaluating the value of pursuing them;
Development of Member Development Programme for 2017/18;
Quarterly monitoring and evaluation of programme delivery for 2016/17;
Review of future Personal Development Review programme;
Evaluation of Induction Programme and agree programme for 2017/18;
Development of a Member Role Description.

4. MEMBER DEVELOPMENT STRATEGY 2017-18 – IMPLEMENTATION

4.1 The Member Training and Development Group developed the Member Development Strategy 2017-18 which was presented to the Fire Authority on 7th December 2016. The Strategy set out the Authority's strategic direction in respect of Member Development for 2017-2018.

4.2 The implementation plan for the Strategy will be monitored on a quarterly basis by the MTDG and a copy of the progress plan is attached as an appendix to the report (see Annex 1 attached). A brief outline of the objectives and progress to date is detailed below:

Objective 1 – Identify and prioritise Members Training and Development Needs

Personal Development Review (PDR) interviews have been completed for all Fire Authority Members within the agreed timescales for 2016/17. The outcomes were reported to the MTDG in March and have been fed into the Member Development Programme for 2017/18, where appropriate. The Leadership Development Advisor will be contacting new Members to identify if they have any further development needs following the completion of the induction programme.

Objective 2 – Review and refresh the Members Personal Development Review process to ensure that it remains effective for both experienced Members and new Members

The current process appears to be working very well. The review programme re-commenced in December 2016 and all PDRs were completed by March

2017. The Learning Development Advisor has made some minor amendments to the forms to ensure they are still fit for purpose.

Objective 3 – Provision of an annual Member Development Programme that is in line with priorities identified and within available resources

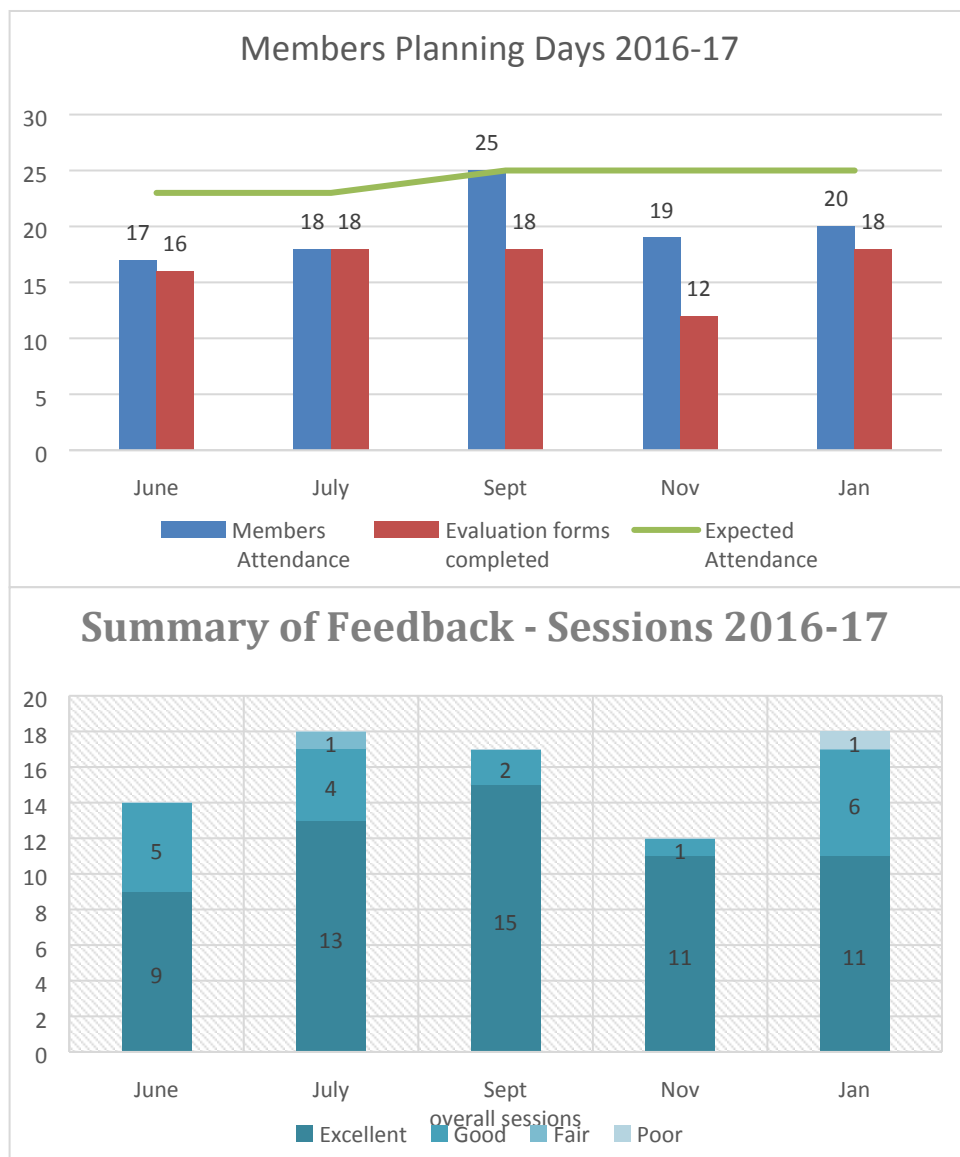
The annual Member Development programme is developed in conjunction with the Member Training and Development Group and the programme covers the generic development sessions scheduled for the coming year. The programme also incorporated some new activities that had been identified through Personal Development Reviews and the MTDG. These activities included understanding and preparing for the Home Office inspection process and communications – appropriate use of social media for PR and engagement with the wider community and generic IT skills.

Members feedback from training events held during 2016/17 has again been very positive. Members continue to attend a wide variety of conferences, seminars, training exercises and events which assist them in improving their knowledge of the wider Fire Service agenda.



Excellent feedback continues to be received in respect of Members Planning Days. These sessions provide Members with a lot of the information they require to assist them in making informed decisions about the Service's future. They also help to enhance Members knowledge on the wide remit of the Service's work and its positive impact on the communities of Cheshire.

All Members together with the Independent (non-elected) members are encouraged to attend the Planning days and also to provide feedback on the sessions to ensure that they remain informative and relevant. A summary of the feedback received is submitted to the Chief Fire Officer and Chief Executive to review and implement changes in consultation with SMT, if required. A summary of attendance and completion of evaluation forms together with a summary of the feedback received is shown below:



Feedback: comments received:

Planning Days Sept/Nov 2016

'Safe & Well Presentation Excellent very informative'
'Just pitched at the right level not too complicated'
'Carefully Chosen topics and material. A crisp presentation'
'All useful info to keep us up to date'

Planning Days June/July 2016

'Very Informative presentations good interactions with the Magnetic Maps'
'Lots of Information which was very useful for a new Member'
'Opportunity to raise questions on the process being undertaken'
'Important update on the Blue Light Collaboration process'

**Suggestions for Member Training:
Planning Days**

'Questions should be limited.
Handouts where information was too small on slides would be useful.'
'Perhaps a session on future Governance - any indication of changes ahead. Maybe something for a future event'

Planning Day – January 2017

'All relevant especially financial implications'
'Useful session with the FBU'
'Informative discussions on Budget, update on new equipment'
'Important info for making decisions at CFA'

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

6 new Members joined the authority in June 2016 and they have all now completed the majority of sessions involved in the induction programme. The 2 new independent (non-elected) Members, who were appointed in June 2016, have also attended a number of the induction sessions held.

New Members PDRs were being revisited in May 2017 to identify any outstanding development needs once the induction programme had been completed and Members were also asked to provide their feedback on the induction process.

Objective 5 – Member Champions

Review current roles and maximise opportunities for Member Champions to access support networks and development opportunities in line with their specific remit

The MTDG discussed the development of Member Champion roles and training and development opportunities for Member Champions which had been focused on as part of the PDR process. A review of the effectiveness of current Member Champion roles is scheduled to commence in September 2017.

Objective 6 - Continuous Development

The MTDG have requested that a Member Satisfaction Survey be carried out to provide more in-depth feedback on the service provided to Fire Authority Members and inform future development. Work would commence on this following the AGM in June.

Annex 1

Member Development – Implementation Plan

The implementation plan is produced, managed and co-ordinated by the Democratic Services section and will be monitored quarterly by the Member Training and Development Group.

Objective	Key Actions	Responsible Officers	Target Date
1. Identify and prioritise Members Training and Development Needs	1.1 Complete Annual Personal Development Reviews and Development Plans for all Members	People and Development/ Democratic Services	Feb-17: Complete Feb-18
	1.2 Complete an initial Personal Development Review and develop personal development plans for newly elected Members as part of the induction programme	People and Development/ Democratic Services	Jan 17: Complete Jan-18
	1.3 Carry out Training Needs Analysis based on outcomes of PDRs and Members PDPs and develop a programme for delivery of needs based on priorities.	People and Development/ Democratic Services	Mar-17: In Progress Mar-18
2. Review and refresh the Members Personal Development Review process to ensure that it remains effective for both experience Members and new Members	2.1 Carry out a review of the current PDR process to ensure that it remains effective for experienced and new Members.	People and Development/ Democratic Services	Oct 17
3. Provision of an Annual Member Development Programme that is in line with priorities identified and within available resources.	3.1 Develop Annual Member Development Programme which complements the training needs identified	Democratic Services Manager/Member Training and Development Group (MTDG)	June-17 June-18
	3.2 Review the annual programme to ensure that it aligns with any future changes introduced as part of the national Fire Reform Programme	Democratic Services Manager MTDG	June-17 June-18
	3.2 Produce a quarterly monitoring report on the delivery of the programme for submission to the Member Training and Development Group	Democratic Services Manager	2017 -18 June Sept Dec Mar

Objective	Key Actions	Responsible Officers	Target Date
4. Delivery of a comprehensive and effective Induction process for new Members	4.1 Provision of Induction Programme for New Members	Democratic Services Manager	June-17: In Progress June-18
	4.2 Provision of Information Pack for New Members (on appointment to Fire Authority)	Democratic Services Manager	June-17: In Progress June-18
	4.3 Annually review the Member/Officer Buddy System to ensure it remains effective	Democratic Services Manager MTDG	Sept-17
5. Member Champions	5.1 Review current roles and maximise opportunities for Member Champions to access support networks and development opportunities in line with their specific remit	Democratic Services Manager MTDG	Sept-17
6. Continuous Development	6.1 Produce quarterly monitoring reports in respect of the Strategy's implementation plan for MTDG	Democratic Services Manager	2017 -18 21 st Mar Jun Sept Dec
	6.2 Present an annual report on Member Development activities to the Fire Authority	Democratic Services Manager MTDG	Jun-17: In Progress Jun-18
	6.3 Carry out an annual review of MD Strategy	Democratic Services Manager MTDG	Sept -17
	6.4 Carry out a Member satisfaction survey to provide more in-depth feedback on the service provided to Fire Authority Members and inform future development	Democratic Services/ Communications MTDG	Mar-17