



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Thursday, 6 July 2017 at P O Conference Room - Fire Service Headquarters, Winsford, Cheshire at 10.00 am**

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

**1 APOLOGIES**

Councillor M Tarr.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED:** That

**the notes of the meeting held on 21<sup>st</sup> March 2017 be approved as a correct record.**

**3 MEMBER DEVELOPMENT PROGRAMME 2017-18: QUARTERLY MONITORING**

The Member Development Programme for 2017/18 was approved at the annual Fire Authority meeting in June and the Member Training and Development Group (MTDG) were asked to review progress against the current programme.

The Governance and Corporate Planning Manager presented the report and provided an update on the delivery of the programme to date. She explained that new Members induction sessions were included in the programme and there were 3 new Members on the Fire Authority for 2017/18. The induction session would be tailored to individual needs and unfortunately the first two sessions planned for 14<sup>th</sup> and 21<sup>st</sup> June had not been held as the constituent authority appointments in respect of two of the newly appointed Members were not approved until 21<sup>st</sup> June. It was noted that these two new Members were attending a session which combined sessions 1 & 2 on 6<sup>th</sup> July 2017 and that the third new Member was a returning long-standing Member who did not need to attend the full induction programme. It was also noted that Safeguarding training would need to be factored into the programme during 2017/18 as this was required every 3 years. It was suggested that Democratic Services contacted Cheshire East Council to see if the training they were currently in the process of delivering could be utilised.

The MTDG were satisfied with the current programme but did ask for further information on whether there would be a briefing for new Members on the remit of the newly-formed Estates and Property Committee. They also asked if the Members appointed to the Committee would receive a briefing/training on its role and responsibilities. Members expressed concern over the clarity provided in respect of the remit of the Committee and also on how any decisions made would be scrutinised. The Governance and Corporate Planning Manager re-iterated that the Authority would continue to make strategic decisions in respect of estates and property-related matters and that the role of the new body would be to provide guidance to officers.

It was suggested that all Members receive copies of the agenda and papers for the new Committee to raise awareness of the remit of the Committee and its work programme. The MTDG also asked if the terms of reference could be reviewed to ensure there was clarity for all Members on the Committee's remit.

A summary of attendance and feedback received for planning days in 2016/17 was provided and the MTDG requested that copies of this information is sent to them following each planning day. This can then be discussed at the next MTDG meeting to see if there is any further action required in respect of low attendance levels or low evaluation scores throughout the year.

**RESOLVED: That**

- [1] progress on the delivery of the 2017/18 Member Development Programme be noted;**
- [2] Democratic Services ensure agenda and papers for the Estates and Property Committee meetings are distributed to all Fire Authority Members; and**
- [3] the MTDG receive summaries of attendance and feedback received following each planning day and copies be provided at the next MTDG meeting for review.**

**4 MEMBER DEVELOPMENT STRATEGY 2017-18 IMPLEMENTATION PLAN:  
QUARTERLY MONITORING**

The Member Development Strategy for 2017/18 was approved by the Fire Authority in December 2016 and it was agreed that the MTDG would monitor the implementation of the Strategy on a quarterly basis. This report provided an update on progress made in respect of the delivery of the implementation plan.

The Governance and Corporate Planning Manager explained that a number of key objectives were being delivered and a brief outline of progress was provided. It was noted that all PDRs for 2016/17 had been completed and work was being undertaken on the delivery of individual training needs that had been identified. Copies of the Fire Authority Member job description and letter from the Chair of the Fire Authority emphasising the importance of attending training and continuity of membership had been sent to the constituent authorities as part of the information packs sent prior to appointments being made.

It was noted that the review of the effectiveness of the current Member Champion roles would commence in September 2017 and a discussion on the content/format of the proposed Member satisfaction survey was the next item on the agenda.

**RESOLVED: That**

- [1] progress on the delivery of the 2017/18 Member Development Strategy be noted.**

## **5 MEMBER SATISFACTION SURVEY**

The MTDG discussed the proposals to carry out a Member satisfaction survey which was an action on the Member Development Strategy as part of the continuous development activities.

The Governance and Corporate Planning Manager provided some details on the questions included in the Staff satisfaction survey and Members felt that the Member survey would need to be more specific about the service Member receive. A query was also raised on whether Survey Monkey could be used.

Members agreed that Democratic Services would develop the proposals further and submit the draft survey to the MTDG at the October meeting. It was also suggested that the survey be launched to coincide with the next round of Personal Development Reviews.

### **RESOLVED: That**

- [1] the Governance and Corporate Planning Manager submits the draft survey questions to the next MTDG meeting on 5<sup>th</sup> October 2017; and**
- [2] Democratic Services to liaise with Communications to review whether Survey Monkey could be used to carry out the survey.**