



**NOTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP  
held on Thursday, 5 October 2017 at Leadership Team Conference Room - Fire  
Service, Clemonds Hey, Winsford, CW7 2UA at 10.00 am**

**PRESENT:** Councillors D Flude, S Parker and 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 6<sup>th</sup> July 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 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 induction sessions 1 and 2 had been combined and were delivered to the two newly elected Members on 6<sup>th</sup> July. New Members had also visited Safety Central, NW Fire Control and Fire Service College. Dates would be identified for the sessions on Finance and the IRMP over the coming months to ensure new Members had an overview of the budget setting and IRMP planning processes prior to the meetings to agree the financial and service plans for the coming year.

It was noted that a number of Members had identified further finance training as part of the PDR process and it was proposed that these Members were invited to attend the finance induction session once a date was confirmed. The Chair of the MTDG also requested that all Members be given more information on the position in respect of reserves and the options available for borrowing for the Service. It was suggested that this information be included in the budget update at the Members Planning Day meeting on 10<sup>th</sup> November.

The Chair informed Members that she had attended a workforce reform visit from the Home Office with the Governance and Corporate Planning Manager to talk about Member engagement. The session covered a number of initiatives being delivered such as the positive action recruitment campaign and culminated in a visit to Safety Central. The team were very impressed with the work being delivered by the Service.

**RESOLVED: That**

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

**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. The report included an update on progress made in respect of the implementation plan.

The MTDG discussed progress on the following key objectives:

**Objective 2: Review and refresh of the Members PDR process**

Agenda item for discussion.

**Objective 5: Member Champions – Review of roles**

Members agreed the scope of the review and a report providing details of all current champion roles would be submitted to the December meeting.

**Objective 6: Continuous Development**

Members agreed that the Member satisfaction survey would be carried out on Survey Monkey and would focus on Member development. The Governance and Corporate Planning Manager would send a copy of the proposed questions to the MDTG group for review. It had previously been agreed that Members would be asked to complete the survey as part of the PDR process for 2017/18 which was due to commence in December 2017.

Members also discussed working towards NW Charter Level 2 and it was agreed that this would be reviewed again in 2019.

**RESOLVED: That**

**[1] the content of the report be noted;**

**[2] the Member Champion review includes all Member champion roles and is submitted to the December meeting; and**

**[3] the Member Development Survey be carried out on Survey Monkey and commence in December alongside the PDR process.**

**5 PERSONAL DEVELOPMENT REVIEWS - PROPOSALS FOR 2017-18**

The report provided details of the proposals for Personal Development Reviews (PDRs) for 2017-18. The programme of individual PDRs was scheduled to commence in December 2017 and it was proposed that new Members interviews would be carried out in the first phase to discuss if there were emerging development needs that were not covered by the induction process.

The MTDG also discussed the proposal to offer established Members the option to complete the PDR form themselves with the opportunity provided to discuss their development needs with the Learning Development Advisor either by phone or in person at a review meeting, if required. This was agreed by the MTDG.

**RESOLVED: That**

- [1] the proposals for the delivery of Personal Development Reviews for 2017-18, as detailed in the report and with the option for established Members to choose a more informal approach, be approved.**