



**NOTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP
held on Tuesday, 19 December 2017 at Leadership Team Conference Room - Fire
Service, Clemonds Hey, Winsford, CW7 2UA at 10.30 am**

PRESENT: Councillors D Flude, S Parker and M Tarr

1 APOLOGIES

Apologies for absence were received from Councillor M Simon and L Thomson.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED THAT:

The notes of the meeting held on 5th October 2017 be approved as a correct record.

3 MEMBER DEVELOPMENT PROGRAMME 2017-18 - QUARTERLY MONITORING

The Member Training and Development Group were asked to review progress against the 2017-18 Member Development Programme.

The Governance and Corporate Planning Manager (G&CPM) presented the report and provided an update on the delivery of the programme. She informed the Group that a number of sessions planned for the Autumn had been deferred for various reasons. Finance and Risk Management induction sessions would be scheduled for early in the new year and Democratic Services would look for a date prior to the February FA meeting so that new Members have a better understanding of the budget process prior to approving it at the February meeting. It was proposed that all Members be invited to the Finance session as a refresher on the Authority's budget process as a number of Members had identified Finance in their personal development plans.

Members also discussed the implementation of the HRMICFRS inspection framework and the G&CPM provided information on the proposed inspection programme and framework including the pilot inspections, dates for the inspection tranches and the three main themes that the inspection would focus on: efficiency, effectiveness and people. Members requested that a brief update be provided at the January Planning Day and that a dedicated session on the inspection process etc be arranged in April 2017.

RESOLVED: THAT

[1] progress on delivery of the 2017-18 Member Training and Development Programme be noted; and

- [2] a session on the HMICFRS Inspection process be scheduled into the programme in April 2018.**

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

The G&CPM introduced the report which provided an update on progress made in respect of the Strategy's implementation plan. She explained that the delivery of the majority of objectives were on track.

It was noted that, in respect of objective 1, the Members Personal Development Reviews (PDRs) would commence in January 2018. Members queried if there were any outstanding development needs from the previous years review. The G&CPM explained that the majority of development needs were delivered through the Member Training and Development Programme but there were some individual needs that were in Members personal development plans that had not been delivered. As part of the 2018 review process the Learning Development Adviser would review last year's plans with individual Members to identify any needs that had not been met. A Member requested that Officers consider the delivery of specific training for Members of the Estates and Property Committee to assist them in their roles on the Committee.

The G&CPM also provided Members with an update on the development of survey questions and explained that it was proposed that all Members be provided with the link to survey monkey to complete the survey. A reminder to complete the survey would also be included in the PDR process. Members discussed the proposed questions and the Chair asked for a question to be added to ask Members what they thought was the one most important thing that they had gained from Member Development. An updated copy of the questions would be distributed to the group following the meeting for final review prior to the survey launch in Mid-January.

RESOLVED: THAT

- [1] the report be noted; and**
- [2] a review of Members 2017 Personal Development Plans be included in the review process for 2018.**

5 REVIEW OF MEMBER CHAMPION ROLES

One of the objectives on the Member Development Strategy was to review/refresh the roles and responsibilities of Members Champions to ensure that they still supported the Authority's overarching role in the changing environment in which it operated. A copy of the current Member Champion roles and responsibilities was provided for Members to discuss and review.

Members felt that some of the roles no longer fulfilled the Authority's needs and were not the most effective use of both Members and Officer resources. Members requested that the G&CPM liaised with the relevant HoDs for each of the Member

Champion roles to develop a role description for those Member Champion roles that would be required in the future. Members also discussed if a dedicated Member Champion role should be created to align to the implementation of the HMICFRS inspection framework to ensure that there was a clear link to the Fire Authority, although it was noted that it would be essential for all Members to be kept fully informed of the Authority's work on the inspection requirements.

RESOLVED: THAT:

- [1] further work on the development of role descriptions for all Member Champion roles be carried out and reported back to the next meeting of the group in March 2018.**