



**NOTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP  
held on Monday, 9 April 2018 at Leadership Team Conference Room - Fire Service,  
Clemonds Hey, Winsford, CW7 2UA at 2.00 pm**

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

**1 APOLOGIES**

Apologies for absence were received from Councillor M Simon and Councillor M Tarr.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED That:**

**The notes of the meeting held on 19 December 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 drew Members attention to paragraph 3 of the report which highlighted a number of sessions that had been deferred. Members agreed that these sessions could be deferred until 2018-19. The Chair of the group added that there were a number of changes over the coming months that would impact upon the future direction of the Service, specifically the appointment of a new Chief Fire Officer and Chief Executive and the outcomes of the HMICFRS inspection in July. The impact of these changes would also need to be considered before finalising the 2018-19 programme.

It was noted that Members had received a brief update on the HMICFRS inspection programme at the Members Planning Day in January and that dedicated briefing sessions would take place on 13<sup>th</sup> and 20<sup>th</sup> April prior to the commencement of the inspection for Cheshire Fire in July.

**RESOLVED That:**

**[1] progress on the delivery of the 2017/18 Member Training and Delivery programme be noted; and**

**[2] sessions that have been deferred to be carried forward to the 2018/19 programme.**

#### 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.

Members attention was drawn to the following:

**Objective 1 – Identify and prioritise Members Training and Development Needs** The Learning and Development Advisor was in attendance to provide an update on the delivery of personal development reviews for 2017/18 at item 5 on the agenda.

**Objective 3 – Provision of Annual Member Development Programme** A draft programme for 2018-19 was attached to the agenda (Item 6) for discussion.

**Objective 5 – Member Champions** A discussion on the review of the current Member Champion roles was also an item on the agenda (Item 7).

**Objective 6 – Continuous Development** Interim survey results were attached as an appendix to the report. Members were asked to note the poor response (only 3 received) to the survey.

Members discussed the survey results and noted that only 3 responses were received. The MTDG were disappointed with the responses and it was agreed that the Chair would raise this issue at the Fire Authority meeting in April.

**RESOLVED That:**

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

#### 5 **PERSONAL DEVELOPMENT REVIEWS - UPDATE**

The Learning Development Advisor (LDA) attended the meeting to provide an update on the delivery of the Personal Development reviews for 2017-18. She informed members that 8 out of the 10 face to face interviews that had been requested had taken place with 2 more arranged within the next few weeks. The LDA explained that she would now liaise with the Member Support Officer to arrange for the telephone interviews for the remaining Members.

The LDA informed Members that the main development needs identified were finance, IT and HMICFRS and it was noted that these had been picked up for the Member Development Programme. She also mentioned that one of the Members had specifically asked for further clarification on the role requirements for Member Champions. It was noted that role requirements for Member Champions would be included in the Member Champion review.

**RESOLVED: That**

- [1] the update on the delivery of Personal Development Reviews be noted.**

**6 DRAFT MEMBER DEVELOPMENT PROGRAMME FOR 2018-19**

A copy of the draft Member Development Programme for 2018-19 was presented to Members at the meeting. Members discussed the programme and the need to ensure that the impact of the structural changes and the outcomes of the inspectorate were considered, which had already been highlighted by the Chair.

Members felt the best approach would be to review the draft programme once the structural changes were in place. The final programme would then be submitted to the Fire Authority for approval.

In the interim Member Development would continue to be delivered in line with the draft programme.

The G&CPM also provided a draft of the work programme for the MTDG for the coming year. It was noted that the meeting scheduled for 5<sup>th</sup> July might need to be re-arranged for a slightly later date to align with the appointment of a new G&CPM. A request to move the meetings to Wednesdays from October onwards was also agreed.

**RESOLVED: THAT**

- [1] the content of the draft Member Development Programme for 2018-19 be noted;**
- [2] a review of the programme be carried out once the structural changes had been implemented; and**
- [3] the 2018-19 work programme be approved subject to the changes to the dates as agreed.**

**7 REVIEW OF MEMBER CHAMPION ROLES**

The Governance and Corporate Planning Manager provided an update on the progress on the review of the Member Champion roles and it was agreed that the review should be put on hold until the new Chief Fire Officer and Chief Executive was in post and any subsequent structure changes were made.

**RESOLVED: That**

- [1] the review of Member Champion roles be added to the Work Programme for 2018/19.**