



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Wednesday, 17 October 2018 at Fire Conference Room, Clemonds Hey, Winsford CW7 2UA at 10.00 am**

**PRESENT:** Councillors D Flude (Chair), D Beckett, S Parker and L Thomson

**1 APOLOGIES**

Apologies for absence were received from Councillor M Simon.

**2 NOTES FROM THE PREVIOUS MEMBER DEVELOPMENT WORKING GROUP**

**RESOLVED That:**

**The notes of the meeting held on 9th April 2018 be approved as a correct record.**

**3 DRAFT MEMBER DEVELOPMENT STRATEGY 2018-19**

The Governance and Corporate Planning Manager (G&CPM) presented a draft of the proposed Member Development Strategy for 2018-2019 for Members consideration.

The Strategy sets out how the Fire Authority would further develop its elected Members to ensure that they were effective in fulfilling their roles and responsibilities. It provided a structured framework for the delivery of the member Development and Induction Programme, future member support and development and would promote continuous improvement and development.

One of the objectives on the Member Development Strategy for 2019-2020 would be to review/ refresh the roles and responsibilities of Member Champions to ensure that they still supported the Authority's overarching role in the changing environment in which it operated. 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. The review of Member Champion roles had now been included on the MTDG Work Programme for 2018-2019.

**RESOLVED That:**

**[1] the draft Member Development Strategy for 2018-2019 be submitted to the Fire Authority on 12th December 2018 for approval.**

**[2] an update on the delivery programme for the Member Development Strategy 2019-2020 be submitted to the meeting on 20th March 2019.**

**4 DRAFT MEMBER DEVELOPMENT PLAN 2018-19**

The G&CPM presented Members with the draft Member Development Plan for

2018-2019 for Members consideration.

At the last meeting of the MTDG a Member requested that officers consider the delivery of specific training for Members of the Estates and Property Committee to assist them in their role on the Committee. In response, the Director of Governance and Commissioning would clarify with Members what training were to be required at the next meeting of the Committee.

Members noted that the Chief Fire Officer had undertaken a 1:1 with each Member of the Fire Authority since his appointment in July 2018. Feedback from these meetings would be provided at the next Members Planning Day on 9th November 2018. The impact of any outcomes would be considered when drafted the 2019-2020 programme.

Members reviewed the Member Training and Development Programme 2018/2019 and felt the seminar for Corporate Governance issues and the briefings on Trade Union Protocol and Service Reform were no longer required. Members discussed the need for an IT skills session to be arranged for those who may not feel confident using computer software and requested that the G&CPM gather interest amongst Members on arranging a session. The Independent Member advised that the Governance and Constitution Committee had considered the implementation of a Social Media Policy and requested an update on its status by the next meeting.

The G&CPM provided the MTDG with attendance from the Member training sessions held between August and October 2018. Members requested that attendance records should be maintained on all corporate events and training sessions attended by Members. The Independent Member reminded the MTDG that Independent Members only attend events for informative purposes.

The G&CPM informed the Members that she had arranged a meeting with North West Employers to discuss applying for the Member Development Level 1 Review. CFRS had originally achieved the Member Development Level 1 Charter in 2011 and this was now due to be renewed. It was noted that progression towards Level 2 was deferred due to the implementation of the Blue Light Collaboration programme. When Members questioned the financial impact of the application progression, the G&CPM assured Members the only additional fee would be officer time. More information regarding the application would be presented to the MTDG at the next meeting.

**RESOLVED That:**

- [1] the draft Member Development Programme for 2018-19 be updated accordingly and submitted to the Fire Authority on 12<sup>th</sup> December 2018 for approval.**

**5 PERSONAL DEVELOPMENT REVIEWS - UPDATE**

The G&CPM provided an update on the delivery of Members' Personal Development Reviews for 2018-2019. It was reported that the majority of Members had now completed a Personal Development Review, however, a number of Members had

refused the offer due to the fact that they were standing down in the 2019 local elections. The Chair requested that the completed outcomes from the Members' Personal Development Reviews would be reviewed at the next meeting of the MTDG.

The Independent Member requested that the G&CPM arrange for both Independent Members to visit their local fire station to fully understand the working environment of a firefighter.

**RESOLVED That:**

- [1] the update on the delivery of Personal Development Reviews be noted.**
- [2] the outcomes from the Personal Development Reviews be submitted to the next meeting on 5<sup>th</sup> December 2018.**

**6 DRAFT MEMBER TRAINING AND DEVELOPMENT WORK PROGRAMME 2018-19**

The G&CPM provided a draft of the Member Training and Development Work Programme 2018-2019 for the Members to consider.

The Chair requested the outcomes from the Personal Development Review be submitted to the next meeting on 5<sup>th</sup> December 2018 instead of 20<sup>th</sup> March 2019, as stated in the Work Programme.

**RESOLVED That:**

- [1] the Work Programme 2018-2019 for the Member Training and Development Group be updated accordingly.**