



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Wednesday, 5 December 2018 at Meeting Room 1 - Fire and Rescue Service Headquarters at 10.00 am**

**PRESENT:** Councillors D Flude (Chair), D Beckett, B Dooley, S Parker, M Simon and independent (non-elected) member L Thomson

**1 APOLOGIES**

There were no apologies for absence received.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED That:**

**[1] The notes of the meeting held on 17<sup>th</sup> October 2018 be approved as a correct record.**

**3 MEMBER DEVELOPMENT STRATEGY 2018-19 - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager (G&CPM) presented the report on the Member Development Strategy 2018-19 Implementation Plan to update Members for the quarter.

The Member Development Strategy was due to be approved by the Fire Authority at its meeting on 12<sup>th</sup> December 2018. It was proposed that the implementation and review of the Strategy would be monitored by the Member Training and Development Group.

**Objective 2 – Review and Refresh Member’s Personal Development Review** Outcomes from the Personal Development Reviews were attached to the agenda (Item 5) for discussion.

**Objective 3 – Provision of Annual Member Development Programme** A draft programme for 2018-19 was attached to the agenda (Item 4) for discussion.

**Objective 6 – Continuous Development** Feedback from both the Chief Fire Officer’s one to one meetings with Members and Member Development Reviews was considered. A refreshed Member Development Plan would be created for 2019-20. Member Champion roles were to be reviewed.

Members acknowledged that most of the actions for the Implementation Plan were complete and accepted the report as already drafted.

**RESOLVED That:**

**[1] the Member Development Strategy 2018-19 Implementation Plan: Quarterly Monitoring report be noted.**

#### **4 MEMBER DEVELOPMENT PLAN 2018-19 - QUARTERLY MONITORING**

The G&CPM presented a quarterly monitoring report on the Member Development Programme for 2018-19 for Members to review prior to it being submitted to the Authority on 12 December 2018, for approval.

At the last meeting of the working group, Members agreed the Member Induction Programme had been well received by new Members.

The G&CPM stated that going forward, the Chief Fire Officer and Chief Executive would be arranging for new Members to meet with the service management team and participate in more interactive workshop style induction sessions. Members were assured that an update on the induction programme would be provided at a future meeting for 2019/20.

#### **RESOLVED That:**

**[1] the progress on the delivery of the 2018-19 Member Development Plan be noted.**

#### **5 OUTCOMES FROM THE PERSONAL DEVELOPMENT REVIEWS**

The G&CPM discussed the outcomes from the Member Personal Development Reviews for 2018 that were presented at the meeting with the Leadership Development Advisor. Members reviewed the report produced by the Leadership Development Advisor which gave an overview of the general feedback from the one to one meetings with Members.

The Member Personal Development Review process commenced in January 2018 and continued across the year. The G&CPM stated going forward, that all Members would commence their Personal Development Reviews in July and that the Leadership Development Advisor would have them completed by September.

All Members were offered the opportunity to meet with the Leadership Development Advisor for an individual face-to-face meeting or telephone discussion, which 22 Members accepted. Members felt it was important for new Members to meet with the Leadership Development Advisor in person rather than by a telephone call.

#### **RESOLVED That:**

**[1] the outcomes from the Personal Development Review 2018 be noted.**

#### **6 SOCIAL MEDIA POLICY**

The G&CPM delivered the report on the draft social media guidance for Members that was initially presented to the Governance and Constitution Committee meeting held on 14<sup>th</sup> November 2018. Members were asked for their comment prior to further consultation with a wider audience.

Members expressed the importance of an understanding of data protection regulations such as GDPR. In order to ensure new Members understood data protection requirements, it was suggested that training should be made available to all Members on GDPR.

It was also suggested by Members that there was a need for social media training for Members who may require it. The G&CPM assured Members this would be drafted into the Member Development Programme and would be facilitated by corporate communications.

**RESOLVED That:**

**[1] Members comments be noted and taken into account as the policy is finalised.**

**7 NORTH WEST EMPLOYERS - MEMBER DEVELOPMENT LEVEL 1 REVIEW UPDATE**

The G&CPM discussed the feedback given from the meeting with North West Employers representatives in relation to Cheshire Fire and Rescue's Level 1 Review for Elected Member Development.

The G&CPM explained to Members how the Level 1 Review had already been completed in 2014 and was due to be reviewed every 3 years to maintain the Service's Level 1 accreditation. The G&CPM aimed to have the Service's Level 1 Review application complete and submitted by March 2019.

Members were asked to review how the current Member Development Programme and Strategy met the six objectives within the North West Elected Member Development Charter Level 1 Review. Members agreed that the current programme and strategy already met the criteria and that they would gladly assist where possible during the application process.

Members asked whether there were any financial implications associated with the Level 1 Review. The G&CPM assured Members there were no additional costs other than officer time, as the Service already had membership with North West Employers. She further explained that training was mostly provided in-house and therefore its costs are minimal. However, funding is available for Member training and development.

**RESOLVED That:**

**[1] the feedback from the meeting with North West Employers be noted.**

**8 DRAFT MEMBER TRAINING AND DEVELOPMENT WORK PROGRAMME 2018-**

## **2019**

The G&CPM provided a draft of the Member Training and Development Work Programme 2018-19 for Members to consider. Members were satisfied with the content of the work programme.

The G&CPM suggested that in future the Member Training and Development Group meetings should take place on a Tuesday to allow the Leadership Development Advisor to attend. Members agreed to change the day to Tuesday and continue with a 10:00am start.

### **RESOLVED That:**

- [1] the Work Programme 2018-19 for the Member Training and Development Group be noted.**
- [2] the Member Training and Development Group meeting dates to be changed as agreed.**