

Appendix 2 to Item 4
Fire Authority
15 June 2016



Member Training and Development Group Review 2015-16

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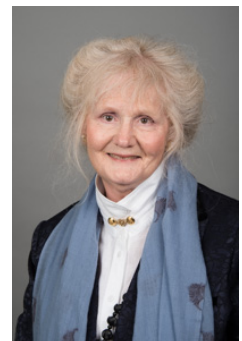
1. FOREWORD

The Fire Authority has continued to maintain the standards that have already been achieved in the delivery of its Member Development activities throughout 2015-16. Due to the large number of new Members this year the focus of these activities has been on the induction programme for new Members. The feedback received from Members involved in the induction progress has been extremely positive and all of the induction sections have been very well received. These sessions have been well attended by new Members and I would like to take this opportunity to thank them for their participation.

The Member Training and Development Group (MTDG) continue to develop, monitor and review Member Development activities and I would like to take this opportunity to thank my fellow Members on the Member Training and Development Group (MTDG) for their continued input and enthusiasm during 2015/16. I would also like to thank all Fire Authority Members for their attendance and contributions to the Authority's Member Development programme throughout 2015/16 and for helping the Authority maintain its 100% completion rate for Members PDRs. Finally a big thank you to all the staff who have supported the programme throughout the year.

Although it is disappointing that the Authority has not been able to attain Level 2 within the original timescale the Member Training and Development Group will continue to pursue this and will take this objective forward into the next Member Development Strategy. The development of the Strategy for 2016-2018 has now commenced and the journey continues.....

Councillor Dorothy Flude
Chair, Member Training and Development Group



2. INTRODUCTION

The Authority remains committed to ensuring that all Members have access to and undertake adequate training and development opportunities to better enable them to fulfil their roles as Fire Authority Members. This report provides a review of the Member Development activities that the Authority has undertaken during 2015-16 and the work carried out by the Member Training and Development Group.

The Member Training and Development Group have continued to take a lead role in implementing the Member Development Strategy which covered the period for 2014 to 2016. They will also lead on the development of the 2016-18 Strategy which will focus on maintaining the standards already achieved; continuous improvement and development of the current provision; and, at the appropriate time, working towards level 2 of the Charter.

3. MEMBERSHIP AND ROLE OF THE MEMBER TRAINING AND DEVELOPMENT GROUP

- 3.1 The Cheshire Fire Authority's Member Training and Development Group is a cross –party group composed of four Fire Authority Members and an Independent non-political Member (who is also a member of the Authority's Governance and Constitution Committee).

Membership for 2015/16

Councillor D Flude (Chair)

Councillor P Harris

Councillor S Parker

Councillor N Wright

Mr R Garner (Independent Non-elected Member)

3.2 Terms of Reference

MEMBERSHIP

The Group shall comprise of four Members and one independent non-elected member.

Membership of the Group will be determined by the Fire Authority at its Annual Meeting in June.

RESPONSIBILITIES

The role of the Member Training & Development Group is:

Advise the Fire Authority on the development, monitoring and evaluation of a Member Training and Development Programme to ensure that Members' training needs are being met;

Advise the Fire Authority on developing, monitoring and reviewing the Member Development Strategy and ensuring that the Member Development Programme

is developed in line with this strategy and to meet individual member development needs.

This Group reports directly to the Authority on matters relating to the Member Development.

4. MEMBER TRAINING AND DEVELOPMENT GROUP WORK PROGRAMME 2015/16

4.1 The Member Training and Development Group meets on a quarterly basis to carry out its roles and functions in respect of the development, monitoring and evaluation of Member Development activities for Fire Authority Members.

4.2 The Group plays a key role in assisting Officers with Member Development activities and key areas of work that the Group have carried out during 2015/16 include:

Implementation and quarterly monitoring of the Member Development Strategy 2014-16;

Review of Strategy objectives and evaluating the value of pursuing them;

Development of Member Development Programmes for 2015/16 to link to new Members induction sessions;

Quarterly monitoring and evaluation of programme delivery for 2015/16;

Review of future Personal Development Review programme;

Review of actions required in respect of NW Charter Level 2;

Evaluation of Induction Programme and agree programme for 16/17.

5. MEMBER DEVELOPMENT STRATEGY 2014-16 – IMPLEMENTATION

5.1 The Member Training and Development Group developed the Member Development Strategy 2014-16 which was presented to the Fire Authority on 24th September 2014. The Strategy set out the Authority's strategic direction in respect of Member Development for 2014-2016.

5.2 The implementation plan for the Strategy will be monitored on a quarterly basis by the MTDG and a copy of the progress plan is attached as an appendix to the report (see Appendix 1 attached). A brief outline of the objectives and progress to date is detailed below:

Objective 1 – Identify and prioritise Members Training and Development Needs

Personal Development Review (PDR) interviews have been completed for all Fire Authority Members within the agreed timescales. The outcomes were reported to the MTDG in March and have been fed into the Member Development Programme for 2016/17, where appropriate. The Leadership Development Advisor has developed a prospectus, which provides details of a range of training and development activities for Members, to support the process.

Objective 2 – Review and refresh the Members Personal Development Review process to ensure that it remains effective for both experienced Members and new Members

The MTDG has reviewed the PDR process and agreed that the current process worked very well. The review programme re-commenced in December 2015 and all PDRs were completed by March 2016. The Learning Development Advisor provided feedback received from Members in respect of the forms being used and the MTDG would review these prior to the delivery of 2016/17 PDRs to ensure they remain fit for purpose.

Objective 3 – Provision of an annual Member Development Programme that is in line with priorities identified and within available resources

The annual Member Development programme is developed in conjunction with the Member Training and Development Group and the programme covers the generic development sessions scheduled for the coming year. The programme also incorporated some core modules which had been identified through Personal Development Reviews.

Members feedback from training events held during 2015/16 has again been very positive. Excellent feedback continues to be received in respect of Members Planning Days. These sessions provide Members with a lot of the information they require to assist them in making informed decisions about the Service's future. Along with the regular Prince's Trust and Respect events Members have also attended a number of Road Safety events held throughout the year, impact days/cluster exercises with operational crews and Fire Station Open Days. A number of Members visited Fire Service College to observe the operational crews on training exercises held there and have also spent the morning with OPA staff at HQ. Members have also been on visits to North West Fire Control and Cheshire Police HQ. These events help to enhance Members knowledge on the wide remit of the Service's work and its positive impact on the communities of Cheshire.

Objective 4 – Delivery of a comprehensive and effective Induction process for new Members

The MTDG reviewed the proposals for the 2015/16 induction process with the Democratic Services Manager and work was also carried out with People and Development to ensure that the information provided to new Members aligned with the Service's corporate induction and was available electronically, where possible.

Key documents and induction information are now available on a memory stick, should a Member prefer to have electronic copies. Rob Garner (independent member) attended the initial session to represent the Member Training and Development Group and existing Members were encouraged to come along to sessions. New Members provided feedback on the initial induction sessions and a summary of the feedback was submitted to the MTDG. All the feedback received was very positive and Members are satisfied with the delivery of the induction programme and its content.

Objective 5 – Member Mentoring Scheme

Development of a Framework/protocol to provide guidance on the operation of the scheme.

Following discussions at MTDG in September it has been agreed that there was no requirement to introduce a more formal arrangement. The group felt that in-house arrangements such as Member-Officer buddies gave Members sufficient support for their role.

Objective 6 – Member Champions

Maximise opportunities for Member Champions to access support networks and development opportunities in line with their specific remit

The MTDG discussed the development of Member Champion roles and training and development opportunities for Member Champions and it was agreed that Democratic Services would carry out some research on courses/networks that may be available and also ensure in-house opportunities were identified. Development opportunities identified would be picked up with the Leadership Development Advisor and he could then discuss them with the relevant Members at Personal Development interviews.

Objective 7 - Continuous Development

The MTDG have continued to explore the possible themes to be used to progress in respect of Level 2 of the Charter. However they agreed that the work should be deferred until the Blue Light Collaboration programme was implemented. Members felt that Officers should concentrate on ensuring that scheduled Member Development activities are delivered during this time.

Appendix 1

Member Development – Implementation Plan: Quarterly Monitoring 15/16

Objective	Key Actions	Responsible Officers	Target Date	Progress
1. Identify and prioritise Members Training and Development Needs	1.1 Complete Annual Personal Development Reviews and Development Plans for all Members	People and Development/ Democratic Services	Jan-15 Jan-16	Complete- March 15 Complete – March 16
	1.2 Complete a initial Personal Development Review and develop personal development plans for newly elected Members as part of the induction programme	People and Development/ Democratic Services	Dec-14 Dec-15	Complete- March 15 Complete – Jan 15
	1.3 Carry out Training Needs Analysis based on outcomes of PDRs and Members PDPs and develop a programme for delivery of needs based on priorities.	People and Development/ Democratic Services	Feb-15 Feb-16	To be fed into 2016/17 development programme
2. Review and refresh the Members Personal Development Review process to ensure that it remains effective for both experienced Members and new Members	2.1 Carry out a review of the current PDR process to ensure that it remains effective for experienced and new Members.	People and Development/ Democratic Services	Mar-15	Members content with current process
3. Provision of an Annual Member Development Programme that is in line with priorities identified and within available resources.	3.1 Develop Annual Member Development Programme which complements the training needs identified	Democratic Services Manager/Member Training and Development Group (MTDG)	June-15 June-16	2016/17 programme Scheduled for submission to 15 June CFA
	3.2 Produce a quarterly monitoring report on the delivery of the programme for submission to the Member Training and Development Group	Democratic Services Manager	2014 -16 June Sept Dec Mar	Complete

Objective	Key Actions	Responsible Officers	Target Date	Progress
4. Delivery of a comprehensive and effective Induction process for new Members	4.1 Provision of Induction Programme for New Members	Democratic Services Manager	June-15 June-16	2015/16 Induction Programme Completed
	4.2 Provision of Information Pack for New Members (on appointment to Fire Authority)	Democratic Services Manager	June-15 June-16	Information Packs provided 10 July 2015
	4.3 Annually update Members Handbook and distribute to all Members	Democratic Services Manager	July-15 July-16	Members Directory and Timetable booklets distributed
	4.4 Annually review the Member/ Officer Buddy System to ensure it remains effective	Democratic Services Manager MTDG	Sept-14 Sept-15	Review takes place following AGM
	4.5 Link the induction programme to the Member mentoring Scheme	Democratic Services Manager	Jan-15	Refer to 5.1 below
5. Member Mentoring Scheme	5.1 Development of Framework/ protocol to provide guidance on the operation of the scheme	Democratic Services Manager MTDG People and Development	Jan-15	MTFG agreed formal framework not required at the present time (MTDG – 24/09/15)
6. Member Champions	6.1 Maximise opportunities for Member Champions to access support networks and development opportunities in line with their specific remit	Democratic Services Manager MTDG	Mar-15	Development opportunities identified would be picked up in Members PDRs

Objective	Key Actions	Responsible Officers	Target Date	Progress
7. Continuous Development	7.1 Produce quarterly monitoring reports in respect of the Strategy's implementation plan for MTDG	Democratic Services Manager	2014 -16 June Sept Dec Mar	Complete
	7.2 Present an annual report on Member Development activities to the Fire Authority	Democratic Services Manager MTDG	Jun-15 Jun-16	Completed 17/06/15 Scheduled for submission to 15 June CFA
	7.3 Carry out an annual review of MD Strategy	Democratic Services Manager MTDG	Sept -15	Completed Sept 15
	7.4 Produce a self-assessment that ensures that the key principles of the NW Charter for Elected Member Development are being maintained and complete the on-line tool in respect of the Level 1 Review	Democratic Services Manager MTDG	Aug-14	Level 1 Review achieved September 2014
	7.5 Develop a portfolio of evidence for submission to North West Employers in line with the requirements of Level 2 of the Charter	Democratic Services Manager MTDG	Oct-14	No further progress made