



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 14 January 2020 at Meeting Room 3 - Sadler Road, Cheshire at 10.00 am**

**PRESENT:** Councillors Gina Lewis (Chair), David Edwardes, Karen Mundry, Stuart Parker and Lesley Thomson

**1 APOLOGIES**

Apologies were received from Councillor David Brown.

**2 NOTES FROM THE PREVIOUS MEETING**

**RESOLVED That:**

**[1] the notes of the meeting held on 2<sup>nd</sup> July 2019 be approved as a correct record.**

NOTE: Members agreed that, going forward, all Member Training and Development Group meetings would be paperless.

**3 MEMBER DEVELOPMENT STRATEGY 2019-20 IMPLEMENTATION - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented the Member Development Strategy 2019-20 - Quarterly Monitoring report, updating Members on progress made against the Implementation Plan for this quarter. She provided an update on each of the objectives that were included in the Implementation Plan, attached as Appendix 1 to the report.

**Objective 1 – Identify and prioritise Member Training and Development needs and Objective 2 – Review and Refresh of the Members PDR process**

It was noted that the Leadership Development Advisor had nearly completed all Members' Personal Development Reviews. The Leadership Development Advisor provided an update at Item 7.

**Objective 3 – Provision of an Annual Member Development Programme**

An update on the progress of the Member Development Programme 2019-20 was provided at Item 4.

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

Item 6 on the agenda provided Members with a summary of feedback from the two

day induction sessions.

### **Objective 5 – Member Champions**

Item 5 on the agenda provided Members with a report to review the roles and responsibilities of Member Champions.

#### **RESOLVED That:**

**[1] the Member Development Strategy 2019-20 Implementation - Quarterly Monitoring report be noted.**

## **4 MEMBER DEVELOPMENT PROGRAMME 2019-20 - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented a quarterly update on the Member Development Programme (the Programme) for 2019-20. She informed Members of the events that had already taken place on the programme and future events scheduled.

It was noted that some Members missed the opportunity to attend events due to clashes with council meetings. Members queried whether there would be other opportunities to attend events such as the 'Day in the Life of a Firefighter'. The Governance and Corporate Planning Manager confirmed that many events occurred annually and would be included in the Programme for 2020-21.

Members queried when training sessions would be arranged regarding social media and information management. The Governance and Corporate Planning Manager confirmed that officers intended to arrange the sessions over the next quarter.

#### **RESOLVED That:**

**[1] progress against the delivery of the Member Development Programme 2019-20 Quarterly Monitoring report be noted.**

## **5 MEMBER CHAMPION REVIEW - ROLES AND RESPONSIBILITIES**

The Governance Officer introduced the report which enabled Members to review the Member champion roles and responsibilities. She referred Members to the table within Appendix 1 to the report which provided an overview of each Member Champion role.

Members noted the importance of the Member Champion roles and felt their remit had been discussed in detail during previous meetings. It was agreed that feedback was needed from Member Champions regarding the scope of their roles. No recommendations for change were made by the group.

A Member suggested that Member Champions should report back on their activities at Member Planning Days.

**RESOLVED: That**

**[1] the Member Champion Review – Roles and Responsibilities report be noted.**

**6 MEMBER INDUCTION FEEDBACK 2019-20**

The Governance Officer introduced the report which enabled Members to review the feedback given by new Members of the Fire Authority following the induction sessions held on 26<sup>th</sup> and 27<sup>th</sup> June 2019.

Members noted the feedback and agreed that it was mostly positive. It was recommended that the external audit session be more concise for the 2020-21 induction sessions.

A Member queried whether the two new Members who were appointed/to be appointed to the Fire Authority part way through the year would receive a similar induction to those who were appointed in June 2019. The Governance and Corporate Planning Manager confirmed that the two new Members would receive an informal induction and go through key activities with Democratic Services and their officer buddies.

**RESOLVED: That**

**[1] the Member Induction Feedback 2019-20 be noted.**

**7 MEMBER DEVELOPMENT PLANS 2019-20**

The Leadership Development Advisor (LDA) provided Members with an update on the outcomes of the Member Development Plans for 2019-20.

The LDA reported that all Members were offered the option of a face to face meeting, telephone meeting or to opt out of a Personal Development Review (PDR). 21 PDR meetings had taken place, with a further 2 scheduled. Two Members had declined scheduling a PDR meeting.

The LDA presented a skills matrix which she had developed following the PDRs. She explained that the new PDR format had allowed Members to score themselves based on their knowledge of the organisation and the matrix helped to identify any gaps in knowledge.

A Member queried whether there were actions in place for those who had scored themselves '0' or '1' in knowledge areas. The LDA stated that actions were developed during the meetings and Members were either advised to meet with their officer buddy to supplement their knowledge or to attend general training provided within the Member Development Programme 2019-20.

**RESOLVED: That**

**[1] the Member Development Plans 2019-20 be noted.**

**8 DRAFT WORK PROGRAMME 2019-20**

The Governance and Corporate Planning Manager provided a draft copy of the Member Training and Development Work Programme 2019-20. Members noted the content for the next meeting and requested that the social media policy be included for review.

**RESOLVED: That**

- [1] the draft Work Programme for the Member Training and Development Group be approved, subject to the addition of a review of the social media policy in March.**