

Member Development Strategy 2019-20– Annual Plan

The annual plan will be produced, managed and co-ordinated by the Democratic Services team and will be monitored quarterly by the Member Training and Development Group.

Objective	Key Actions	Responsible Officers	Target Date
1. Identify and prioritise Member Training and Development Needs	1.1 Complete annual personal development reviews and development plans for all Members.	People and Development/ Democratic Services	Dec 19
	1.2 Complete an initial personal development review and check personal development plans for newly elected Members as part of the induction programme.	People and Development/ Democratic Services	July-Oct 19
	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	Mar 20
2. Review/refresh the Personal Development Review process to ensure that it remains effective for both experienced 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	Oct-Dec 19
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.	Governance and Corporate Planning Manager/Member Training and Development Group (MTDG)	June 19 Mar 20
	3.2 Review the annual programme to ensure that it aligns with any future changes introduced as part of the national Fire Reform Programme.	Governance and Corporate Planning Manager MTDG	Feb 20
	3.2 Produce a quarterly monitoring report on the delivery of the programme for submission to the Member Training and Development Group.	Governance and Corporate Planning Manager	July 19 Oct 19 (cancelled) Dec 19 (Jan 2020) March 20

Objective	Key Actions	Responsible Officers	Target Date
4. Delivery of a comprehensive and effective Induction process for new Members	4.1 Provision of Induction Programme for New Members	Governance and Corporate Planning Manager	July 19 Complete
	4.2 Provision of Information Pack for New Members (on appointment to Fire Authority)	Governance and Corporate Planning Manager	July 19 Complete
	4.3 Annually review the Member/Officer Buddy System to ensure it remains effective	Governance and Corporate Planning Manager / MTDG	Mar 20 (cancelled)
5. Member Champions	5.1 Review current roles and maximise opportunities for Member Champions to access support networks and development opportunities in line with their specific remit	Governance and Corporate Planning Manager / MDTG	Oct-Dec 19
6. Continuous Development	6.1 Produce quarterly monitoring reports in respect of the Strategy's implementation plan for MTDG	Governance and Corporate Planning Manager	July 19 Oct 19 (cancelled) Dec 19 (Jan 2020) March 20
	6.2 Present an annual report on Member Development activities to the Fire Authority	Governance and Corporate Planning Manager / MTDG	Jun 20 (postponed)
	6.3 Carry out an annual review of Member Development Strategy	Governance and Corporate Planning Manager / MTDG	Mar 20
	6.4 Carry out a Member satisfaction survey to provide more in-depth feedback on the service provided to Fire Authority Members and inform future development	Democratic Services/ Communications / MTDG	Mar 20 (cancelled)