



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 6 October 2020 at 10.00am - Remote Meeting - Via Skype**

**PRESENT:** Councillors Gina Lewis (Chair), David Brown, David Edwardes, Karen Mundry, Stuart Parker and Independent (Non-Elected) Member Lesley Thomson

**1 APOLOGIES**

There were no apologies for absence.

**2 NOTES FROM THE PREVIOUS MEETING**

Members and officers were reminded that the Member Training and Development Group had agreed to no longer receive paper copies of meeting agendas.

**RESOLVED: That**

**[1] the notes of the meeting held on Tuesday 14<sup>th</sup> January 2020 be approved as a correct record.**

**3 MEMBER DEVELOPMENT STRATEGY 2019-20 AND 2020-21 IMPLEMENTATION - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented the Member Development Strategy 2019-20 and 2020-21 Implementation - Quarterly Monitoring report. The report provided an update for Members on progress made against the Implementation Plan for quarters 3 and 4 in 2019-20 and quarter 1 in 2020-21.

The Governance and Corporate Planning Manager provided an update on each of the objectives that were included in the Implementation Plans for 2019-20 and 2020-21, attached to the report as Appendices 1 and 2. She also suggested that the Member Development Strategy be extended to cover the period 2020-21 and should be reviewed every two years going forward.

**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 for 2020-21. The Leadership Development Advisor provided an update at Item 5.

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

An update on the progress of the Member Development Programme 2019-20 and the draft version for 2020-21 was provided at Item 4.

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

The Governance and Corporate Planning Manager stated that two Members joined the Fire Authority in 2019-20 part year and one new Member joined in 2020-21. Due to the Covid-19 restrictions, the Service was unable to host an interactive induction session this year.

However, all three Members had received an induction pack and met with the Chief Fire Officer and Chief Executive as part of the inductions process. Any further information was supplemented through officer buddy meetings.

**Objective 5 – Member Champions**

The Member Champions were reviewed and approved by the Fire Authority at its meeting in July which saw the addition of a Mental Health Champion.

**RESOLVED That:**

[1] **progress against the delivery of the Member Development Strategy 2019-20 and 2020-21 Implementation - Quarterly Monitoring report be noted; and**

[2] **the Member Development Strategy 2019-20 be extended until June 2021.**

**4 MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2019-20 AND DRAFT MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2020-21 - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented the final quarterly update on the Member Development Programme (the Programme) for 2019-20 and the draft Member Development Programme for 2020-21. She informed Members of events that had already taken place during the year and future events scheduled within the new draft Programme.

It was noted that the delivery of the Programme 2019-20 was cancelled from March 2020 due to Covid-19 restrictions. However, Democratic Services had worked to incorporate any of the cancelled development opportunities within the Programme for 2020-21.

The Programme for 2020-21 were organised within a virtual capacity to account for social distancing restrictions. Members agreed with the decision to accommodate virtual training given the difficulty in meeting physically in light of the latest local authority Covid-19 restrictions.

The Governance Officer queried whether Members required further training for

newly issued IT equipment or on attending virtual meetings. Members advised that they felt the training they have already received in this area was adequate. However, Members requested that more information was needed to access the virtual open days hosted by fire stations.

A Member who was also the Pensions Champion requested a briefing session was provided to all Members regarding the McCloud Remedy once a decision was reached. The Governance and Corporate Planning Manager reminded Members that an update on the McCloud judgement was provided at the Member Planning Day in September and agreed that once the decision had been made, a further update would be provided at a future Member Planning Day.

The Pensions Champion advised that he was attending LGA Pensions training on 11<sup>th</sup> November 2020 and agreed to distribute information from the training to the Member Training and Development Group, for information.

**RESOLVED: That**

- [1] the delivery of the Member Training and Development Programme for 2019-20 be noted;**
- [2] the draft Member Training and Development Programme for 2020-21 be approved; and**
- [3] progress against the delivery of the draft Member Training and Development for 2020-21 be noted.**

**5 MEMBER DEVELOPMENT PLANS 2020-21 UPDATE**

The Leadership Development Advisor delivered a presentation which provided an update on the Member Development Plans for 2020-21.

During the presentation, the Leadership Development Advisor informed the Group that to date 16 Members had completed their Personal Development Reviews, 6 had declined and 3 were scheduled to take place over the next few weeks. From the 16 Personal Development Reviews that has taken place 7 were facilitated by Skype and 9 were via telephone.

Members were informed of some of the key development themes that were requested during the Personal Development Reviews. However, the Leadership Development Advisor stated a full report of outcomes would be submitted to the Group at its next meeting.

**RESOLVED: That**

- [1] the Member Development Plans 2020-21 Update be noted.**

**6 DISCUSSION PAPER: MEMBER SATISFACTION SURVEY 2019-20**

The Governance Officer introduced a discussion paper that required Members to share their thoughts on the annual Member Development Satisfaction Survey for 2019-20.

The Governance Officer explained that an annual survey would usually be sent to all Members in April for their feedback on Member training and development during 2019-20. However, officers had delayed the submission of the survey due to the impact of Covid-19.

Members considered a number of questions which included how the survey should be delivered and its content. Members requested that officers prepare a draft survey for further comment by the Group.

**RESOLVED: That**

**[1] Officers prepare a draft Member Development Satisfaction Survey to be submitted to the Group for approval, prior to the next meeting.**

**7 DISCUSSION PAPER: EVALUATION FORMS**

The Governance and Corporate Planning Manager introduced the discussion paper which required Members to consider the current Member training and development evaluation form and asked how this could be improved going forward. Especially now that training was being delivered in various different ways.

Members stated that similar to the Member Satisfaction Survey, they would like the new forms to be hosted via Survey Monkey. They also suggested that the forms should be tailored to each session and offer more subjective feedback.

**RESOLVED: That**

**[1] Officers prepare a revamped Evaluation form to be used at the next Member Planning Day on 20<sup>th</sup> November 2020.**

**8 DRAFT MEMBER TRAINING AND DEVELOPMENT WORK PROGRAMME 2020-21**

The Governance and Corporate Planning Manager provided a draft copy of the Member Training and Development Work Programme 2020-21. Members noted the content for future meetings.

**RESOLVED: That**

**[1] the draft Work Programme for the Member Training and Development Group be approved.**