



MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 8 December 2020 – Remote Meeting via Skype at 10.00 am

PRESENT: Councillors Gina Lewis (Chair), David Brown, Karen Mundry, Stuart Parker and independent (non-elected) member Lesley Thomson

1 APOLOGIES

Apologies were received from Councillor David Edwardes.

2 NOTES FROM THE PREVIOUS MEETING

The Governance and Corporate Planning Manager provided an update on actions from the last meeting. It was reported that the new evaluation form was complete and a survey monkey would be ready for the next training event.

RESOLVED: That

[1] the notes of the meeting on 6th October 2020 be approved as a correct record.

3 MEMBER DEVELOPMENT STRATEGY 2019-2021 IMPLEMENTATION - QUARTERLY MONITORING

The Governance Officer presented the report on Member Development Strategy 2019-21 Quarterly Monitoring, 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

All Members who had requested their PDRs had had them completed. The Leadership Development Advisor provided further information on the PDR outcomes during Item 5 on the agenda.

Objective 3 – Provision of an Annual Member Development Programme

The Governance and Corporate Planning Manager provided further information during Item 4 on the agenda and advised that the Programme was due to be approved by the Fire Authority on 9th December 2020.

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

new Members

Members were advised that the new Members PDR feedback would help shape the induction process for 2021-22. The proposals for the new Member induction would be considered at the next Member Training and Development Group meeting.

Objective 5 – Member Champions

The Member Champion Review was deferred until the next Member Training and Development Group meeting to take account of any recommendations from the review of the Members' Allowances Scheme that was due to be considered by the Governance and Constitution Committee on 27th January 2021.

RESOLVED: That

[1] the Member Development Strategy 2019-21 Quarterly Monitoring report be noted.

4 MEMBER DEVELOPMENT PROGRAMME 2020-21

The Governance and Corporate Planning Manager presented a quarterly update on the Member Development Programme for 2020-21. She informed Members of the events that had taken place on the Programme and upcoming scheduled events.

Members praised the recent Member Planning Day and Equality, Diversity and Inclusion workshops hosted by the Equality and Inclusion Officer. It was noted that 11 Members had attended the workshops and the Chair suggested that another session could taken place in the New Year for those who were not able to attend this year.

A Member suggested the lack of attendance was due to similar training also being offered within local authorities. Members requested that officers focus on the promotion of the next workshop to encourage attendance.

RESOLVED: That

[1] the progress on the delivery of the Member Development Programme 2020-21 be noted.

5 MEMBER PERSONAL DEVELOPMENT REVIEW OUTCOMES 2020-21

The Leadership Development Advisor introduced the report on the outcomes of the Members' Personal Development Reviews (PDR). She advised that a total of 18 Members had chosen to complete a PDR either by Skype or telephone.

New Members used the existing score matrix form and established Members reviewed their scoring from 2019-20. The Leadership Development Advisor made reference to the graph within the report which showed a consistent increase in the average knowledge of all new Members in 2019 across every knowledge area.

It was noted that Members were proactive with their development and those with Member Champion roles requested further development. Most Members were waiting for annual training and those with outstanding actions had been contacted by Democratic Services. Members noted that most annual training events had been suspended due to Coronavirus and officers would arrange further virtual events in 2021.

The Chair suggested that a glossary of acronyms and a booklet on the different committees should be circulated to all Members to assist them with their understanding of the Fire Authority. The Governance and Corporate Planning Manager advised that it could be incorporated into the Member Induction Handbook for 2021-22.

RESOLVED: That

[1] the Member Personal Development Review Outcomes 2020-21 be noted.

6 DISCUSSION PAPER: MEMBER/OFFICER BUDDY SYSTEM REVIEW

The Chair introduced a discussion paper on the Member/Officer Buddy System. Members discussed the effectiveness of the current system and ways it could be improved.

Members concluded that the current system worked well and suited their needs. However, it was suggested that the list of buddies could be recirculated to remind Members of their officer buddy.

The Chair suggested that the Buddy system could be supplemented with the addition of a Mentor Scheme. It was requested that officers explore the appetite among Members for the implementation of the Mentor Scheme and how this system could be introduced.

RESOLVED: That

**[1] the Discussion Paper: Member/Officer Buddy System Review be noted;
and**

**[2] officers explore the implementation of a Mentor Scheme and report back
to the Group.**

7 WORK PROGRAMME 2020-21

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

RESOLVED: That

- [1] the Work Programme for the Member Training and Development Group be noted.**