



**MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 23 March 2021 at Remote Meeting - Via Skype at 1.00 pm**

**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**

**RESOLVED:** That

**[1] the notes of the meeting on Tuesday 8<sup>th</sup> December 2020 be approved as a correct record.**

**3 MEMBER DEVELOPMENT STRATEGY 2019-21 IMPLEMENTATION - QUARTERLY MONITORING**

The Governance and Corporate Planning Manager presented the report on the Member Development Strategy 2019-21 Quarterly Monitoring, updating Members on progress made against the Implementation Plan for the 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**

Democratic Services made contact with all Members that had identified training and development needs within their PDRs. The outcomes of the PDRs had been incorporated into the draft Member Development Strategy 2022-24 and Member Development Programme 2021-22. The Member Development Strategy 2022-24 was due to be submitted to the Fire Authority on 8<sup>th</sup> December 2021 for approval.

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

Item 4 on the agenda provided an update against the Member Development Programme 2020-21. Item 8 on the agenda allowed Members to discuss proposals for the Member Development Programme 2021-22.

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

Item 8 on the agenda provided Members an opportunity to discuss the induction process for new Members.

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

Item 7 on the agenda provided information to enable Members to review the current champion roles.

**RESOLVED: That**

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

#### **4 MEMBER DEVELOPMENT PROGRAMME 2020-21 - QUARTERLY MONITORING**

The Governance Officer 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 International Women's Day conference and the speakers who attended. A Member requested further information from the conference. The Governance Officer confirmed that this information would be made available outside the meeting.

The Governance and Corporate Planning Manager advised that despite remote meeting legislation ending on 6<sup>th</sup> May, Members could continue to utilise video conferencing capabilities for events or training and development opportunities. The Democratic Services team would explore this and consult with Members at a later date.

**RESOLVED: That**

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

#### **5 DRAFT REVIEW OF MEMBER TRAINING AND DEVELOPMENT 2020-21**

The Governance Officer introduced a report which considered the draft review of Member development activities throughout 2020-21. The report addressed the impact of Covid-19 on progress of the Member Development Strategy and Programme for 2020-21.

The group noted that the document was comprehensive and that Member development had made good progress despite the challenges caused by Covid-19.

**RESOLVED: That**

**[1] subject to minor changes, the Review of Member Training and Development 2020-21 be approved for submission to the Fire Authority**

**on 23<sup>rd</sup> June 2021.**

**6 DISCUSSION ITEM - MEMBER SATISFACTION SURVEY**

The Governance and Corporate Planning Manager introduced the discussion item on the Member Satisfaction Survey for 2020-21. Feedback was requested from the group surrounding the proposed questions and delivery.

The Group questioned the suitability of the proposed questions and suggested a survey with two sections focusing on generic and individual training would be more appropriate. It was also recommended that the questions be more direct with an additional question included on personal engagement preferences.

It was agreed that an initial Survey Monkey was needed prior to the elections on 6<sup>th</sup> May 2021 and a detailed survey would be conducted in September 2021.

**RESOLVED: That**

**[1] the Governance and Corporate Planning Manager and Governance Officer revise the Member Satisfaction Survey questions and present a final draft to the Group for approval.**

**7 MEMBER CHAMPION REVIEW**

The Governance Officer introduced the report which enabled the Group to consider the roles and responsibilities of Member Champions in line with objective 5 of the Member Development Strategy. The Group were advised that the feedback from the item would be considered during the formal review of Member Champions conducted by the Governance and Constitution Committee in the next municipal year.

The Group considered both appendices and noted that there were inconsistencies between the different champion roles as some were more established than others. They also suggested the extract within the constitution needed to be more specific to aid expectations of champions.

It was proposed that each Member Champion should have the opportunity to comment on how their roles were valid and benefitted the Fire Authority. The Group felt all Members should have the opportunity for further discussion on this issue at a Member Planning Day.

The Group recommended that the Governance and Constitution Committee consider an evidence-based approach to the formal champion review with a view to reduce the number of roles.

**RESOLVED: That**

**[1] the Member Champion Review report be noted; and**

- [2] feedback from the discussion be considered during the formal Member Champion review to be conducted by the Governance and Constitution Committee.**

**8 DISCUSSION ITEM - PROPOSALS FOR 2021-22 MEMBER DEVELOPMENT AND INDUCTION PROGRAMME**

The Governance and Corporate Planning Manager introduced the discussion item which provided a summary of the proposals for the new Member Induction and Member Development Programme for 2021-22.

She stated that the 1<sup>st</sup> and 6<sup>th</sup> July 2021 were provisional dates for the new Member induction sessions. The content of the induction would be similar to the induction most Members received during 2019-20. However, some of the induction might be held virtually.

The group were satisfied with the proposals discussed and suggested removing the audit training from the induction process as this could be held as a separate session.

The Governance and Corporate Planning Manager advised that the Member Handbook for 2021-22 was in the process of being updated and would be available to all Members in June 2021 prior to the Fire Authority meeting.

**RESOLVED: That**

- [1] the Governance and Corporate Planning Manager and Governance Officer take into consideration the discussion held when developing the final Proposals for the 2021-22 Member Development and Induction Programmes.**

**9 DRAFT WORK PROGRAMME 2021-22**

The Governance and Corporate Planning Manager provided a draft copy of the Member Training and Development Work Programme 2021-22.

**RESOLVED: That**

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