



MINUTES OF THE MEETING OF THE MEMBER TRAINING AND DEVELOPMENT GROUP held on Tuesday, 6 July 2021 at via Skype at 10.00 am

PRESENT: Councillors Gina Lewis (Chair), David Brown, Karen Mundry and Stuart Parker

1 APOLOGIES

Apologies for absence were received from Cllr Rob Moreton and independent (non-elected) member Derek Barnett.

2 NOTES FROM THE PREVIOUS MEETING

RESOLVED: That

[1] the notes of the meeting on Tuesday 23rd March be approved as a correct record.

3 MEMBER DEVELOPMENT STRATEGY 2019-21 IMPLEMENTATION - QUARTERLY MONITORING

The Governance Officer 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

The Democratic Services team would be contacting the Members to schedule their Personal Development Reviews with the Leadership Development Advisor.

Objective 3 – Provision of an Annual Member Development Programme

The Member Development Programme for 2021-22 was approved by the Fire Authority on 23rd June 2021. Further discussion was held during Item 4 of the agenda.

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

Three new Members joined the Fire Authority for 2021-22. All new Members had either met with the Chief Fire Officer and Chief Executive or had a meeting scheduled with him. Buddy meetings were also scheduled to supplement learning and all Members had received a copy of the Members Induction Handbook 2021-22.

Objective 6 – Continuous Improvement

The results from the Member Satisfaction Survey 2020-21 were attached as Appendix 2. The Group noted that the response was positive. However, there were only 10 respondents. Members discussed how to encourage more responses to future surveys and it was agreed that a briefing note would be provided at the start of any survey to explain its purpose.

RESOLVED: That

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

4 MEMBER DEVELOPMENT PROGRAMME 2021-22 - QUARTERLY MONITORING

The Governance Officer presented a quarterly update on the Member Development Programme for 2021-22. She noted that the postponed events from 2020-21 were included within the Programme as well as generic annual training. The Programme had been approved by the Fire Authority on 23rd June.

Members praised the informative External Audit Training on 1st July 2021 that was delivered via Skype. 11 Members attended the session in total.

Members noted that there were some training events between September and November that required physical attendance, such as the tours of the Training Centre and Safety Central. Given the demographics of the Fire Authority and the recent increase in Coronavirus infections, Members felt that they would be more comfortable attending virtual tours. Members requested that the Programme be revised to consider virtual training where possible.

The Governance Officer advised that an Equality and Diversity Workshop had been scheduled for 15th September. She advised that the workshop would look to be hosted virtually following Members' feedback.

Members were asked if there were any other virtual Skype training sessions they would like incorporating into the Programme. Members requested a question and answer session on the Prince's Trust Programme.

RESOLVED: That

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

5 EQUALITY, DIVERSITY AND INCLUSION TRAINING

The Governance Officer provided a verbal update on future Equality, Diversity and Inclusion Training for Members. It was proposed that Members would receive annual training on Equality, Diversity and Inclusion to highlight how CCFRS meets its legal obligations.

The Governance Officer also asked Members whether they would be interested in completing e-Learning packages on the many sub-categories of Equality, Diversity and Inclusion training such as Dyslexia and Trans awareness. The Members were satisfied with the proposed arrangements.

RESOLVED: That

[1] the proposed Equality, Diversity and Inclusion training sessions and e-learning be agreed.

6 DRAFT MEMBER TRAINING AND DEVELOPMENT WORK PROGRAMME 2021-22

The Governance Officer provided a draft copy of the Member Training and Development Work Programme for 2021-22. Members noted the content for the meetings and requested that a further discussion around the Member Satisfaction Survey results was needed in October.

Members also requested that a questionnaire be created to review the Member/Officer Buddy System. A draft questionnaire would be submitted to the October meeting in preparation for discussion at the meeting in December.

The Chair requested that the date of the MTDG meeting in quarter three be moved to 2nd December 2021.

RESOLVED: That

[1] subject to minor amendments, the draft Work Programme for the Member Training and Development Group be approved.

[2] the date of the MTDG be moved from 7th December to 2nd December 2021.