



NOTES OF THE MEMBER TRAINING AND DEVELOPMENT GROUP MEETING
Held on 15 December 2015 at FSHQ, at 10am

PRESENT:

Councillor D Flude (Chair)
Councillor P Harris
Councillor N Wright
Mr R Garner

APOLOGIES:

Councillor S Parker

1 Notes from the previous meeting.

RESOLVED: That

[1] the notes of the meeting held on 24 September 2015 be approved as a correct record.

2 Member Development Strategy 2014-15: Quarterly Monitoring Report

The Member Development Strategy 2014-16 was approved by the Fire Authority at its meeting held on 24 September 2014. It was agreed that the implementation and review of the Strategy were monitored by the Member Training and Development Group (MTDG) and this report contains an update on progress made in respect of the Implementation Plan.

The Democratic Service Manager (DSM) provided a summary of the update on progress in respect of the key actions identified in the implementation plan. The summary included:

Objective 1 – Personal Development reviews (PDR)

The Personal Development reviews for new Fire Authority Members who joined the Authority in June commenced on 8th December 2015. The remainder of Members would be offered dates for their PDR between Jan and March 2016. The Leadership Development Advisor was developing a prospectus which would provide details of a range of training and development activities for Members.

Objective 5 – Members Mentoring Scheme

Members had previously agreed that they receive sufficient support through existing in-house arrangements such as Member-Officer buddies. Therefore no further work was required on this objective at the present time.

Objective 6 – Member Champions

Maximize opportunities for Members Champion to access support networks and Development opportunities in line with their specific remit.

Further research would be carried out to look at in house courses and North West employees hosted courses. The Leadership Development Advisor would discuss development opportunities with the relevant Fire Authority Members at their PDRs.

Objective 7 – Continuous Development

North West Charter 2: The Democratic Services team were exploring the possibility of using alternative themes to progress. The MTDG came up with some options to explore e.g. Health & Safety; Unitary Performance Group initiatives that impact on the community; Sprinkler Campaign. Democratic Services would review these themes further and report back to a future meeting.

RESOLVED: That

[1] The content of the report be noted.

3 Member Development Programme 2015-16 Quarterly Monitoring

Members of the Member Training and Development Group were asked to review progress against the current programme. It was noted any training needs identified in the current PDR process would be fed into the Member development programme where appropriate.

A Member requested that the site visits to Police HQ that took place in November/December be added to the programme and that all Members be invited to the NW Fire Control visit that was scheduled for new Members in the new year.

RESOLVED: That

[1] Progress on the delivery of the 2015/16 Member Training and Development programme be noted.

4 Review of the Evaluation/Feedback Process

The MTDG discussed the current evaluation process used for Member training and development events. The Leadership Development Advisor had reviewed the form used for feedback and had made a few changes to simplify the form. The form was distributed to the group for review. The Group commented that they did want to keep the process simple but also wanted to ensure that meaningful feedback was provided. They also noted that it could be difficult to provide feedback on a specific session at the Members Planning Day as the form was generic and covered the whole programme.

The group agreed that the slightly revised form should be trialled at the next Members Planning Day and then the group could consider any feedback on the

form and the evaluation data received at the next MTDG meeting.

RESOLVED: That

- [1] The revised evaluation form for Member Training and Development events would be trialled at the January Members Planning Day and any feedback received reviewed by the MTDG at its next meeting.**

NEXT MEETING: 2pm, Thursday 31st March 2016