



**NOTES OF THE MEMBER TRAINING AND DEVELOPMENT GROUP MEETING  
held on 19 December 2013 at FSHQ, at 2pm**

**PRESENT:**

Councillor D Flude (Chair)  
Councillor L Jones  
Councillor B Livesley  
Mr R Garner

**APOLOGIES:**

Councillor P Harris

**1. Notes from the previous meeting.**

**RESOLVED:**

**[1] That the notes of the meeting held on 26 September 2013 be approved as a correct record.**

**Matters Arising**

Members Intranet pages – Democratic Services to carry out a short survey on usage and to look at ways to improve electronic delivery of papers.

Members discussed the amount of committee papers sent to Fire Authority members and it was suggested that Members should only receive hard copies of Committees that they attended. All other Members could be sent a link to the agenda and papers on the website, for information. However hard copies would be made available on request. Councillor Jones offered to trial the use of electronic copies for all meetings and Democratic Services would look at the options available to facilitate this.

**RESOLVED: That**

- [1] A survey on Members use of the intranet be carried out;**
- [2] Councillor Jones trial the use of electronic copies of Committee papers for all meetings; and**
- [3] the Member Training and Development Group review the outcomes of survey and feedback from Councillor Jones**

**2. Member Development Strategy Implementation Plan: Q3 Monitoring**

The Member Development Strategy for 2012-14 was approved at the Fire Authority meeting held on 18 April 2012. It was agreed that the implementation and review of the strategy would be monitored by the Member Training and Development Group (MTDG). This report contained an update on progress made in respect of the Implementation Plan.

The Democratic Services Manager (DSM) informed Members that the implementation of the action plan on the work required for achieving level 2 of the NW Charter for Elected Members had been delayed owing to current workload. It had previously been suggested that the research for the portfolio of evidence could be accomplished by a student on a work placement. It was hoped that this could be linked to the current scheme that the Service runs in conjunction with the University of Chester. The DSM would review this option with the Learning and Development Manager and report back to the next meeting of the group in March 2014. In the meantime the DSM would arrange to meet with representatives from North West Employers to discuss level 2 requirements.

Members noted that there had been some delays to the timetable for Members Personal Development Reviews (PDRs). These were due to commence early in 2014 and Members commented that Officers should ensure that the review was tailored to individual Members needs (e.g. lighter touch for experienced Members). It was also noted that the PDRs were a key part of the Members Development Strategy and that they should not be delayed any further.

**RESOLVED: That**

- [1] The progress made towards the implementation of the strategy be noted; and**
- [2] an update on the feasibility of the option of a work placement to assist with the NW Charter work would be submitted to the next MTDG meeting in March 2014.**

**3. 2013/14: Member Development Programme Quarterly Monitoring**

This report provided an update on the Fire Authority's Member Development activities. The MTDG were asked to review progress against the current programme and to identify any training needs that they felt were not currently being met. Details of Members attendance at events and an overview of the evaluation feedback was provided.

A Member commented that a review of how the joint Road Safety events were launched would be beneficial and that discussions should be held with the PCC. This had already been noted as an action arising from the Fire Authority meeting.

Members also commented that, on occasions, they had not been notified when events were cancelled or the arrangements changed. Democratic Services would send a reminder to departments to ask them to ensure that if events Members were attending were changed they were notified and also to ensure that Democratic Services were informed of events that Members were attending for their training records and to assist with communications.

**RESOLVED:**

- [1] That the progress on the delivery of the 2013/14 Member Development Programme be noted.**