



**NOTES OF THE MEMBER TRAINING AND DEVELOPMENT GROUP  
held on 21 March 2012 at FSHQ, at 2pm**

**PRESENT:**

Councillor B Livesley (Chair)  
Councillor P Campbell  
Councillor D Flude

**APOLOGIES:**

Councillor A Tate  
Mr R Garner

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

**RESOLVED:**

**That the notes of the meeting held on 7 December 2011 be approved as a correct record.**

**2. 2011/12 Members Development Programme-Quarterly Monitoring**

The Member Development Programme 2011/2012 was approved by the Fire Authority at its meeting held on 14 September 2011. Members of the Member Training and Development Group were asked to review progress against the delivery of the current programme as shown in the update attached.

**RESOLVED:**

**That the progress on the delivery of the 2011/12 Member Development Programme be noted.**

**3. Member Development Programme 2012-13**

The report provided details of the proposed Member Development Programme for 2012-13. The Member Training and Development Group were asked to approve the programme for submission to CFA in June 2012.

The Learning and Development Manager attended the meeting and discussed the delivery of individual training needs identified in Members Personal Development Reviews.

**RESOLVED:**

**[1] That the Members Development programme 2012/13 be approved for submission to the CFA in June; and**

**[2] That progress on the delivery of individual training needs be noted.**

#### **4. Member Development Strategy 2010-12 Implementation Report**

This was the final report to the Member Training and Development Group in respect of the implementation of the Member Development Strategy for 2010-12. The report demonstrated the work of the Committee over the last two years and reflected the progression of the Authority to Level 1 of the NW Charter and the improvements made over that period.

It was proposed that the information contained in the report together with details of the delivery of the Member Development programme 2011/12 be presented to the Fire Authority at its meeting in June 2012. This would provide a summary of the Service's Member Development activities over the last two years and would demonstrate the improvements that had been made.

#### **RESOLVED:**

- [1] That the final report in respect of the implementation of the Member Development Strategy for 2010-12 be approved; and**
- [2] That the Democratic Services Manager produces a report that reflects Member Development 2010-12 for submission to the Fire Authority in June 2012.**

#### **5. Draft Member Development Strategy 2012-14**

The Member Training and Development Group worked with Officers to develop the future direction of Member development in the Fire Authority and ensure that Member development programmes were developed in line with the Authority's Member Development Strategy and both Members' and the Service's needs.

The initial Member Development Strategy covered the period from 2010 to 2012 and provided a framework for the establishment of the key principles of Member development in line with the North West Charter for Elected Members – Level 1. The Strategy for 2012-14 focused on maintaining the standards already achieved, continuous improvement and working towards the attainment of Level 2 of the Charter.

#### **RESOLVED:**

**That the Draft MD Strategy for 2012-14 be approved for submission to the CFA in April 2012.**

#### **6. Member/Officer Buddying Arrangements**

Members will recall that one of the key actions from the Member Development Strategy 2010-12 was to review the Member/Officer buddying arrangements. A brief review of the process was presented to the MDTG in September 2010 and it was agreed that a question be added to Members Personal Development Reviews in 2011 to get Members feedback on the system. This report provided a brief analysis of the feedback received. The feedback was very positive and Members agreed that the system worked well in its present form and was very effective.

**RESOLVED:**

**That the feedback received on the Member/Officer buddying arrangements be noted.**

**7. Induction Programme 2011/12**

Members discussed the effectiveness of the induction programme 2011/12 and felt that the format/content of the programme worked well. It was thought that future induction programmes should follow a similar format.

**RESOLVED:**

**That the Induction Programme 2011/12 be used to form the basis of future induction programmes for the Authority.**

**8. Work Programme 2012/13.**

Member discussed the proposed work programme and meeting dates for the Members Training and Development Group for 2012/13.

**RESOLVED:**

**That the meeting dates and work programme for 2012/13 be approved.**