

LANCASHIRE COMBINED FIRE AUTHORITY

MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 8 November 2017.

PRESENT:

Councillors

D Smith (Chairman)
I Brown (Vice-Chair)
A Kay
Z Khan
T Williams

Officers

B Warren, Director of People and Development
D Brooks, Principal Member Services Officer
J Keighley, Member Services Assistant

APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Steven Holgate.

The Chairman, Councillor D Smith welcomed Members and new Members County Councillors Ian Brown and Andrea Kay to the meeting.

As a sign of respect for County Councillor Vivien Taylor who had sadly passed away and had been a valued Member of the Working Group since May 2016, the Chairman asked for a minute's silence to be observed by the group.

NOTES OF PREVIOUS MEETING

The notes of the previous meeting held 26 April 2017 were confirmed as a correct record and signed by the Chairman.

MEMBER TRAINING & DEVELOPMENT - UPDATE REPORT

For the benefits of the new Members, the Director of People & Development gave a brief background of the work and successes of the Member Training and Development Working Group and reported 11 new County Councillors Members had recently joined the Authority.

The Working Group discussed other interests of work and considered whether social media training should be offered to all Members. It was noted that Members were offered social media training within their local Authorities and it was agreed that Members would be given the opportunity at their 1-2-1 review meeting to express any interest. Also Councillor T Williams requested a short bulleted list of 'do's and don'ts' when using social

media be prepared and circulated to all Members.

The Chairman, Councillor D Smith asked for a feedback report from County Councillors Lorraine Beavers and Matthew Tomlinson who had recently attended the Leadership Essentials – Fire and Rescue event in Warwickshire which was aimed at elected Members with leading roles on Fire and Rescue Authorities. The report would be brought back to the next meeting in April 2018.

Personal Development Plans

Members noted that 24 elected Members (96%) of which were 10 new Councillors had completed their development plans or had a 1-2-1 review meeting for the municipal year 2016/17.

eLearning

Through the Member Information Bulletin Members were encouraged to view the North West Employers Organisation website which provided access to training opportunities.

Member Information Bulletin

A quarterly Information Bulletin was issued to keep Members informed of the latest items of interest, up and coming Fire Authority Committee meeting dates and Member Training and Development news and opportunities such as invitations to attend Prince's Trust and Fire Cadets Presentations. Feedback from Members continued to be very positive.

Co-ordination of Training

To reassure Members, Democratic Services made regular contact with home authorities to co-ordinate member training and development opportunities and avoid duplication; sharing Members personal development plans and records with home authorities as appropriate.

ELECTRONIC COMMUNICATIONS REPORT

Members were informed that the Authority supported the principle of electronic access to committee papers for those Members who preferred to do so. New Members were advised of the benefits of the system as part of their induction as agreed as part of the current Member Training and Development Strategy approved at the last meeting of the Working Group in April 2017.

At the last Strategy Group meeting in June 2017, Members received a presentation on how they could access their committee papers through an automated link sent via email and through an App for iPad/Tablet users following a short registration/security process. The App supported users to automatically download, view and annotate meeting papers.

It was noted that all Members had access to view the web-based system intranet pages remotely by following a secure link where it was necessary to log on with a username and password. Members were automatically notified by the system via email which contained a link direct to the relevant information. For those Members who had expressed a wish to use the web-based system on their devices, these had been registered with the system as an additional measure.

It was reported that to date 13 Members had expressed a preference to receive their papers electronically since the system went live in September 2017. Member evaluation of the

exercise was positive and recommended Members used the app. A number of Members suggested that additional training / information be offered to support Members to navigate the App and make annotations. It was agreed therefore that the User Guide which had been produced by Democratic Services would be circulated to all Members.

In addition, the Chairman, Councillor D Smith had requested that information be brought to the meeting to explore the possibility of submitting claim forms for travel and subsistence. Following discussion with colleagues in LFRS Finance and Human Resources it was noted that it was possible for Members to have remote access to submit on-line expenses using the same system as that used by LFRS personnel as Members were already set up on the system for pay purposes.

Members would need to be set up with usernames and passwords to access the system remotely and guidance documentation and training could be provided. It was noted, that it would be necessary for the Authority to adopt a single system for Members to use to claim their travel expenses and should that method be an electronic claim, paper copies would no longer be accepted.

Following discussion on how and whether a new system should be proposed, Members asked for more detailed information to be presented at the next meeting.

TRAINING NEEDS ANALYSIS

The Member Training and Development Working Group was responsible for analysing and agreeing the training needs of Members which linked to the objectives priorities and vision of the Authority.

Members were updated on the action that had been taken in response to training needs identified from the Training Needs Analysis undertaken in 2017 and the Personal Development sessions that had been held with Members throughout 2016/17.

Following consideration, Members agreed that they were very happy with the excellent induction training and support received as a new Member and no additional training and development needs were required.

Members agreed that their training needs were being met and agreed the training needs for 2017/18 as follows:

- To continue to promote Fire Safety to include the promotion of the work of the 4 Member Champions (Equality, Diversity and Inclusion, Community Safety, Road Safety and Health & Wellbeing);
- To attend service area inductions / meetings at stations and information sessions on key issues to support decision-making;
- To maintain good attendance at all Strategy Group meetings, encouraging all Members to attend;
- To continue to receive the Member Information Bulletin;
- To continue with the informal buddy system;
- To support the principle to use electronic systems where preferred / available.

The Chairman, Councillor D Smith encouraged all Members to continue to visit their local fire stations on a regular basis.

Councillor A Kay, commented on her recent induction visit to Fleetwood Fire Station that the visit was very informative especially meeting the crews who appreciated CFA Members visiting their stations as they were very proud of their work in their local communities.

MONITORING, REVIEW & EVALUATION OF ACTIVITIES

This report provided an update on Member Training and Development activities since the last meeting of the Group. The report showed opportunities and outcomes of Member Training and Development activity.

The Chairman, Councillor D Smith asked that a reminder be placed in the quarterly Member Information Bulletin of the importance of contacting Democratic Services to inform them of any meetings or events which they attended as a CFA Member in order that this could be presented to the next Working Group meeting.

Attended Local Fire Stations

Members noted that 21 Members had visited their local fire station. The 4 outstanding were new CFA Members of which 3 Members had agreed to visit their local station with confirmed dates in their diaries with the remaining 1 Member yet to receive their induction with a Democratic Officer which had proved difficult to finalise due to busy diary commitments.

Viewing of Special Appliances

Members were invited to the annual practical demonstration event of special appliances in July 2017. The event was aimed primarily for new Members and those who had not been able to attend in recent years, the day also included a Financial presentation by our Director of Corporate Services/Treasurer.

Safe Drive Stay Alive Event

In September 2017 the Service invited Members to attend the Safe Drive Stay Alive Event. The event gave the opportunity for Members to view presentations and performances from the different speakers from emergency services and families who reached out to new and pre-drivers in an emotive and hard-hitting way. Member evaluation confirmed the event was very powerful and well worth attending.

The Chairman Councillor D Smith, reported that Members had been very impressed with the events and would like to thank all the participants who had been involved with the presentations. The next scheduled dates for the event would be presented in the quarterly Member's Information Bulletin.

Members discussed the different ways the Service could raise and promote the profile of fire prevention to those most at risk in our communities. This included the preparation of fire prevention information for Councillors to circulate with their newsletters, flyers which could be handed out in local supermarkets and the question of whether social media could be better used for our prevention work. It was agreed that the Director of People would report back to the next meeting of the Working Group meeting.

FUTURE MEETING DATES

The next meeting of the group was scheduled for Wednesday 25 April 2018 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN
Director of People and Development

LFRS HQ
Fulwood