

**LANCASHIRE COMBINED FIRE AUTHORITY**

Meeting to be held on 20 June 2016

**PROCEEDINGS OF MEMBER TRAINING & DEVELOPMENT WORKING GROUP  
HELD ON 27 APRIL 2016**

**(Appendix 1 refers)**

Contact for further information:

Diane Brooks - Principal Member Services Officer – Tel (01772) 866720

**Executive Summary**

The proceedings of the Member Training & Development Working Group meeting held on 27 April 2016.

**Recommendation**

To note and endorse the proceedings of the Member Training & Development Working Group meeting as set out at Appendix 1 now presented.

**Information**

Attached at Appendix 1 are the proceedings of the Member Training & Development Working Group meeting held on 27 April 2016.

**Business Risk**

None

**Environmental Impact**

None

**Equality & Diversity Implications**

None

**Financial Risk**

None

**HR Implications**

None

**Local Government (Access to Information) Act 1985**

List of Background Papers

Paper	Date	Contact
N/A		Diane Brooks
Reason for inclusion in Part II, if appropriate: N/A		

LANCASHIRE COMBINED FIRE AUTHORITY

MEMBER TRAINING AND DEVELOPMENT GROUP

Notes of Meeting held in the Main Conference Room, LFRS HQ, Fulwood, on Wednesday 27 April 2016

County Councillors

G Gooch  
D Watts

Blackburn with Darwen Councillors

Z Khan  
D Smith (Chairman)

Blackpool Councillor

T Williams

Officers

Bob Warren - Director of People and Development  
Diane Brooks – Principal Member Services Officer

APOLOGIES FOR ABSENCE

Apologies were received from CC M Green.

NOTES OF PREVIOUS MEETING

The notes of the previous meeting held 6 November 2015 were confirmed as a correct record and signed by the Chairman.

REVIEW OF TRAINING AND DEVELOPMENT STRATEGY

The Authority has had a Member Training and Development Strategy in place since 2006 which had been reviewed regularly. Members considered the current Member Training and Development Strategy and approved the Strategy as presented. The Strategy works well and Members are very happy with the support and information provided to them by Officers.

In response to a question raised by CC Gooch, the Director of People and Development confirmed that Member Champions received induction and ongoing training and support in the various Champion roles. Member Champions were elected at the Annual Meeting each year and Champion budgets were managed in liaison with key officers in response to appropriate issues rather than limited to £5,000 each. It was agreed that Members would review a role description at the next meeting and that the Training and Development Strategy be updated to include the expectations of the role of Member Champion.

Members also discussed the importance of encouraging Members to visit stations and Prince's Trust events.

The Chairman requested that a reminder be placed in the Member Information Bulletin of the importance of notifying Democratic Services when Members attend any events in their capacity as CFA Member in order that this can be included in reports to this group.

## MEMBER TRAINING AND DEVELOPMENT – UPDATE REPORT

### Personal Development Plans

Since the update report had been written, the new CFA Member, CC N Penney had met with an officer to draw up her initial PDP therefore, of the 25 elected Members, 100% had completed their initial Personal Development Plans (PDP) or had had a 1-2-1 review meeting.

### Electronic Access to Documents

Members were updated on the progress made regarding the implementation of a new electronic system that would better support electronic access to public and private Authority and Committee papers using their tablets during committee meetings.

### 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 Presentation Evenings. 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 as appropriate.

## 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.

### Home Fire Safety Checks

Members are encouraged to understand fire risks in their own home and the Home Fire Safety Check (HFSC) process provided by the Service which targets most effort and resource toward those who are most vulnerable to fire risk. Through the review PDP process Members had confirmed that they continued to advocate this to their constituents.

In addition, Members had been kept informed of the progress of the changes to the HFSC system. Members of the Performance Committee had been reassured on how the introduction of the new system had improved efficiency while ensuring that all Lancashire residents receive a bespoke HFSC with high risk homes receiving a home visit, a smoke alarm installation and a revisit for the most vulnerable.

### Attended Local Fire Stations

Members noted that 22 Members (88%) had visited their local fire station. Of the 3 outstanding Members, 2 had agreed to meet their local teams but have proved difficult to finalise due to busy diary commitments and 1 was a new CFA Member.

Members noted that CC Stansfield was due to visit Burnley Fire Station mid-June with a group of local church-goers and CC Perks had attended Chorley Fire Station in early April to include his Fire Authority responsibilities as part of a film commissioned by the LGA for prospective County Councillors to show the diversity of "A Day in the Life of a County Councillor".

### DATE & TIME OF NEXT MEETING

The next meeting of the group was scheduled for Wednesday 9 November 2016 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN  
Director of People and Development

LFRS HQ  
Fulwood