

LANCASHIRE COMBINED FIRE AUTHORITY

MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 25 April 2018.

PRESENT:

Councillors

D Smith (Chairman)
I Brown (Vice-Chair)
S Holgate
Z Khan
T Williams

Officers

B Warren, Director of People and Development
J Keighley, Member Services Assistant

APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Kay.

NOTES OF PREVIOUS MEETING

The notes of the previous meeting held 8 November 2017 were confirmed as a correct record and signed by the Chairman.

MATTERS ARISING

At the previous meeting it was agreed that a bulleted list of 'do's and don'ts' when using social media would be circulated to the group. Members reviewed and approved the list and asked for it to be included in the next Member Information Bulletin and handbook.

In addition, Members discussed a leaflet which gave an overview of the Service prevention and protection work for Councillors to circulate with their newsletters and flyers. The Chairman, Councillor D Smith was very pleased with the leaflet and advised the group that the information could be found in the Annual Service Plan which had recently been distributed to all CFA Members.

REVIEW OF MEMBER TRAINING AND DEVELOPMENT STRATEGY

The Authority has had a Member Training and Development Strategy in place since 2006 which had been reviewed regularly. Members noted that this year's review of the Member Training and Development Strategy included a comparison with the model strategy which was used by North West Employers Organisations and other local Authorities' strategies. Members reviewed and approved the revised Strategy as presented which included a revised PDP – Review Meeting and Personal Development Plan template. Members felt that the Strategy worked well and they had been very happy with the support and information provided to them by Officers.

In response to question raised by Councillor T Williams, the Director of People & Development confirmed that the Chairman of the Authority in conjunction with the Leader of the Opposition proposed the Authority Member Champions to the CFA Annual General Meeting.

MEMBER TRAINING & DEVELOPMENT - UPDATE REPORT

The Director of People and Development gave a brief background of the work and successes of the Member Training and Development Working Group.

Personal Development Plans

Members noted that of the 25 elected Members 100% had completed their personal Development Plans or had a 1-2-1 review meeting for the municipal year 2017/18.

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 emailed to Members 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 Presentations or other events. 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.

ELECTRONIC COMMUNICATIONS REPORT

At the last Member Training & Development Working Group meeting Members requested for more detailed information to be presented to explore the possibility of submitting electronic claim forms for travel and subsistence.

The Director of People & Development reported that of the current membership 17 Members (68%) submit claims and Members were already set up electronically for pay purposes and could be given remote access to use the online portal which is used by LFRS personnel. Members discussed the process and the benefits of the electronic system.

In addition, it was noted if agreed it would be necessary for the Authority to adopt this process as a single system for Members to use to claim their travel expenses and paper copies would no longer be accepted.

It was agreed that the Chairman of the Working Group would make a recommendation to the September Fire Authority meeting on whether the Authority should give electronic access to all Members to view their payslips and submit online claims forms for travel and subsistence.

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.

Attended Local Fire Stations

Members noted that 22 Members had visited their local fire station. The 3 outstanding were new CFA Members of which 2 Members had agreed to visit their local station with confirmed dates in their diaries with the remaining 1 Member which had proved difficult to finalise due to senior management changes and their busy diary commitments.

Safe Drive Stay Alive Event

In November 2017 and February 2018 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. It was noted that the next scheduled dates for the event would be presented in the quarterly Members Information Bulletin.

Leadership Essentials – Fire and Rescue Event

In October 2017 and February 2018 Members attended the Leadership Essentials – Fire and Rescue Event which was aimed for elected Members with leading roles on fire and rescue authorities. The Chairman, Councillor D Smith requested to include the feedback reports from Councillors M Tomlinson and D Coleman who had attended the conference to be included in the next Member Information Bulletin.

In addition, the Chairman, Councillor D Smith asked that all Members were reminded of the importance of contacting Diane or Jackie to inform them of any meetings or events which they attended as a CFA Member in order this could be presented to the next Group meeting.

FUTURE MEETING DATES

The next meeting of the group was scheduled for Wednesday 7 November 2018 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN
Director of People and Development

LFRS HQ
Fulwood