

## LANCASHIRE COMBINED FIRE AUTHORITY

### MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 7 November 2018.

#### PRESENT:

##### Councillors

D Smith (Chairman)  
I Brown (Vice-Chair)  
F De Molfetta  
S Holgate  
A Kay  
T Williams

##### Officers

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

#### APOLOGIES FOR ABSENCE

Apologies were received from Councillor Z Khan.

#### NOTES OF PREVIOUS MEETING

The notes of the previous meeting held 25 April 2018 were confirmed as a correct record and signed by the Chairman.

#### MATTERS ARISING

In response to a question raised from Councillor D Smith regarding whether the costs and savings since the Authority had transitioned to electronic access for Authority and Committee agenda papers and whether a forecast of savings from the submission of electronic claim forms could be quantified, the Director of People & Development advised that this would be difficult to provide a true cost given the total savings included those made from increased departmental efficiencies rather than economies regarding postage and printing.

#### MEMBER TRAINING & DEVELOPMENT - UPDATE REPORT

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

##### Personal Development Plans

Members noted that of the 25 elected Members 96% had completed their personal Development Plans or had a 1-2-1 review meeting for the municipal year 2017/18 with a

Democratic Service Officer. It was noted that the remaining Councillor was a new Member and due to their busy diary commitments this had proven difficult to arrange, however a date had been programmed in their diary for December 2018.

#### Members' Electronic Submission of Mileage Claims

At the last Fire Authority meeting in September 2018, the Chairman of the working group, Councillor D Smith, made a recommendation to explore the possibility of submitting electronic claims for travel and subsistence which Members agreed to adopt from 1 April 2019.

Members discussed their authorities' online financial systems for submitting electronic claims for travel and expenses. It was noted that full training on the Service financial system would be available to Members early next year by Finance and Democratic Service Officers.

#### eLearning

Through the Member Information Bulletin Members were encouraged to view the North West Employers Organisation (NWEO) website which provided information on events and Member access to training opportunities.

#### Member Information Bulletin

A quarterly Member Information Bulletin was emailed to Members to keep Members informed of the latest terms of interest, up and coming Committee meeting dates and Member Training & Development news and opportunities such as invitations to attend Prince's Trust Presentations or other events.

#### Co-ordination of Training

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

#### TRAINING NEEDS ANALYSIS

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

In response to a question raised by County Councillor F De Molfetta, the Director of People & Development confirmed that he would arrange on behalf of the working group for details of the Service Bonfire activity and weekend activities to be circulated to all CFA Members.

In addition, the Chairman, Councillor D Smith asked that all Members in preparation for Bonfire Nights to report any hotspots in their particular areas to the Deputy Chief Fire Officer to enable the Service to provide advice and recommendations.

Members agreed to include the promotion of 'SafeDriveStayAlive' (SDSA) events as an additional training need for 2018/19 which would be promoted in the quarterly Members' Information Bulletin and discussed at Members' 1-2-1 review meetings with a Democratic Services Officer.

In addition, County Councillor A Kay asked if it was possible to host a SDSA event in her

local area and she would invite local schools and colleges to attend. It was agreed that a Democratic Officer would contact the Service Lancashire Road Safety Partnership Coordinator to facilitate this.

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 2017/18.

In response to a question raised by County Councillor S Holgate, the Director of People & Development agreed to explore for the Service to incorporate training on Scrutiny and to offer this training to all Members.

Following consideration, Members agreed that their training needs were being met and agreed the training needs for 2018/19 as follows:

- To continue to promote Fire Safety and the work of the Member Champions;
- To continue 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;
- To attend a 'SafeDrive StayAlive' event.

## 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. Members noted the report for information.

### Attended Local Fire Stations

Members noted that 23 Members (92%) had visited their local area fire station; of the 2 outstanding Members, 1 had proved difficult to finalise due to busy diary commitments and the remaining Member had yet to receive their induction.

### Viewing of Special Appliances

In July Members were invited to view the practical demonstrations of special appliances at the Service Training Centre which was aimed primarily for new Members and those who had not been able to attend in recent years.

### 'SafeDrive StayAlive' Event

In May the Service invited Members to attend the 'SafeDriveStayAlive' event. The event gave the opportunity for Members to hear real life stories from the emergency services and families who had all been affected by road traffic collisions. Member evaluation confirmed the event was very emotional and well worth attending.

### Winter Hill Moorland Fire Visit

In June CFA Party Leaders and Local Councillors, guided by crews attended the incident of the Winter Hill wildfire, near Bolton which had become a challenging and major incident for LFRS who contained the fire and protected the vital infrastructure at the top of the hill.

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 that this could be presented to the next working group meeting.

Councillor T Williams discussed the opportunity for Members to visit the Safety Central, at Cheshire Fire and Rescue Service's interactive lifeskills education centre at Lymm Fire Station. The Chairman of the Fire Authority, County Councillor F De Molfetta and Members of the working group did agree to the visit as they could promote the facility to schools and colleges in their local areas. The Director of People and Development agreed to explore the opportunity to facilitate a visit.

### FUTURE MEETING DATES

The next meeting of the group was scheduled for Wednesday 3 April 2019 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN  
Director of People and Development

LFRS HQ  
Fulwood