

LANCASHIRE COMBINED FIRE AUTHORITY

MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 6 November 2019.

PRESENT:

Councillors

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

Officers

B Warren, Director of People and Development (LFRS)
D Brooks, Principal Member Services Officer (LFRS)

APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Steve Holgate.

NOTES OF PREVIOUS MEETING

Members asked that a letter be written to Jackie Keighley who had now left the organisation to express gratitude for her support to the Working Group.

The notes of the previous meeting held 3 April 2019 were confirmed as a correct record and signed by the Chairman.

MEMBER CHAMPION ROLE DESCRIPTIONS

Member Champions were elected at each Annual Meeting of the Authority with any changes notified by the relevant party Leader. Members asked that a letter of thanks be written to County Councillor Mark Perks for his contribution to the work of the Authority in his role as Member Champion for Community Safety.

Members considered the proposed changes to the role descriptions of the Member Champions which had in the main been minor changes.

The current Member Champions and the relevant lead officers were:

- Health and Wellbeing Champion – CC Hasina Khan, supported by Julie Lamb, Head of SHE;
- Equality, Diversity and Inclusion Champion Councillor Zamir Khan; supported by Liz Sandiford, Head of HR;
- Community Safety Champion – Councillor Tony Williams, supported by Jane Williams, Prevention Support Manager;

- Road Safety Champion – Councillor Fred Jackson, supported by Clare Burscough, Prevention Support Officer.

Councillor Williams advised that he had experience of chairing BSafe in Blackpool which was a blue-light partnership that worked together with a commitment to reduce crime, disorder and substance misuse in Blackpool. He was pleased to advise that he had recently been appointed to the role of Community Safety Champion which he was looking forward to.

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

This year had seen 3 new Councillors join the CFA (which included a Member on a temporary basis and a newly appointed Member in October 2019). The new CFA Member had yet to meet with Democratic Services to have their initial PDP however a date was in the diary. Members noted that due to a current lack of resources there were 7 Members who were outstanding a review meeting. From the agreed actions from meetings held with Members, there had been several requests for support to co-ordinate training needs and to facilitate arrangements to visit local fire stations and events at area level.

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.

Members' Handbook

The Members' Handbook was a pocket-sized reference guide produced for Members to support their training and development. It set out the role of the Authority, its committee structure, scheduled meeting dates and Member contact details. It also detailed Executive Board contact numbers and responsibilities, area contact information and a number of key issues for new Members to consider. The updated version for the municipal year 2019/20 had now been issued to all Members.

Member Information Bulletin

A quarterly Member Information Bulletin was emailed to Members to keep Members informed of the latest items of interest, up and coming Committee meeting dates and Member training and development news and opportunities such as invitations to attend Prince's Trust Presentations or other events. This was valued by Members and was considered by Officers to be the key document for keeping Members up-to-date.

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 2018/19

The Member Training and Development Working Group was responsible for analysing and agreeing the training needs of Members that 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 2018 and the Personal Development sessions that had been held with Members throughout 2018/19.

The use of electronic systems to access committee papers and submit expense claims was discussed. It was noted that additional training was being provided on a 1-2-1 basis as required. It was agreed that Diane would re-circulate guidance information.

Following consideration, Members agreed that their training needs were being met and agreed the training needs for 2019/20 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 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 which included:

Visits to Local Fire Stations

Members were encouraged to make contact with area personnel to visit their local fire station to discuss local key issues. Visits were discussed with Members during their personal development plan reviews and visits were promoted through the handbook and member information bulletin. The Chairman, accompanied where possible by the Vice-Chairman visited each station on an annual basis.

Members' Visit to Cheshire Prevention Centre

Positive feedback had been received from Members who attended a tour of Safety Central at Cheshire Fire and Rescue Service. This was a purpose-built facility dedicated to public safety. Visitors could learn how to stay safe, well and independent by experiencing a range of hazards in four realistic learning zones that simulated the environments in which injury and harm were most likely to occur.

Lancaster Community Fire and Ambulance Station

Members were invited to attend the official opening of Lancaster Community Fire and Ambulance Station.

North West Fire Control

Members were invited to attend a tour of North West Fire Control and positive feedback was received of the facilities and mobilising systems.

Open Day

Members were invited to attend a partnership Open Day at Service Training Centre which

was very well attended by partners and the public with the annual mayoral visit held in the morning.

International Wildfire Seminar

Hosted by LFRS to other Fire and Rescue Services and partner agencies, Members were invited to attend the International Wildfire Seminar that aimed to raise awareness of UK wildfire prevention and response. This was considered by Members to be a vital sharing of experiences and information.

Leadership Essentials

Member feedback from this event was very positive with the recommendation that it be promoted for Members to attend in the future.

Where known Member attendance at events and visits was captured and presented as part of the report. Members received reminders via the Member Information Bulletin to notify democratic services of their attendance at any event where they represented the Authority so this could be captured and reported to this group.

FUTURE MEETING DATES

The next meeting of the group was scheduled for Thursday 2 April 2020 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN
Director of People and Development

LFRS HQ
Fulwood