

LANCASHIRE COMBINED FIRE AUTHORITY

MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 26 April 2017.

PRESENT:

Councillors

D Smith (Chairman)
Z Khan
R Shewan
V Taylor
T Williams

Officers

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

APOLOGIES FOR ABSENCE

Apologies were received from County Councillor Green.

NOTES OF PREVIOUS MEETING

The Chairman, Councillor D Smith welcomed the Members to the meeting. He expressed his thanks to Members for their contribution during the year and gave best wishes to County Councillor Ron Shewan who would be retiring at the forthcoming County Council election.

The notes of the previous meeting held 9 November 2016 were confirmed as a correct record and signed by the Chairman.

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 considered the Member Training and Development Strategy which included minor revisions and a revised PDP – Review Meeting template which had been improved to include the benefits of the web-based system as discussed at the previous meeting. Members felt that the Strategy worked well and approved the revised Strategy as presented.

MEMBER TRAINING & DEVELOPMENT - UPDATE REPORT

Electronic Access to Documents

Members were presented with a demonstration of the new electronic web pages which would replace the current Authority pages on the LFRS website and which included more functionality.

Members discussed the benefits of the new system and some Members advised that they were currently using this facility through their home authorities.

It was agreed once the system had been finalised it would be demonstrated to all Members at a future Strategy Group meeting.

Personal Development Plans

Members noted that of the 25 elected Members 100% had completed their personal Development Plans or had had a 1-2-1 review meeting for the municipal year 2016/17 with a Democratic Service Officer.

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.

In response to a question raised by the Chairman, Councillor Smith, the Director of People and Development confirmed the Authority Member Champions work closely with Officers to produce the reports which were presented at the full Fire Authority meetings.

FUTURE MEETING DATES

The next meeting of the group was scheduled for Wednesday 8 November 2017 in the Main Conference Room, Service Headquarters, Fulwood commencing at 10:00 hours.

B WARREN
Director of People and Development

LFRS HQ
Fulwood