

**Notes of the Member Development Working Group**

**9<sup>th</sup> November 2009, at 12.45 pm**  
**at Fire Service Headquarters, Birmingham**

**Present:** Councillors Alden, Andrew, Idrees, M Robinson  
and Ward.

Charter Assessors – Councillors Spence and  
Turner.

**Officers:** **West Midlands Fire Service**  
Assistant Chief Officer A Brandon

**Clerk to the Authority**  
S Hancock and A Sahota.

Nano Hill – West Midlands Leaders Board

1/09 **Election of Chair**

Councillor M Robinson was elected Chairman of the Group for the  
current municipal year

2/09 **Election of Vice-Chair**

Councillor Ward was elected Vice-Chairman of the Group for the  
current municipal year.

3/09 **Outline of Process for Working Towards the Primary Level  
Charter**

Nano Hill from the West Midlands Leaders Board gave the group an  
outline of the process for working towards the Primary Level Charter  
(PLC).

She advised that, rather than submitting large quantities of evidence,  
assessors should be signposted to where the evidence could be  
found. Based on other authorities who had achieved the PLC, two  
portfolios of evidence was average.

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It was important that the process be member led and that opportunities for development were open to all members, including independent members.

### 4/09 Next Steps

The Group needed to agreed its terms of reference and submit these to the Authority.

It was proposed that officers undertake a preliminary self-assessment as part of the evidence for the PLC.

#### **Resolved:-**

- (1) that draft terms of reference be submitted to the next meeting;
- (2) that officers begin the self-assessment process and report back to the Group on progress.

(Meeting ended at 1.45 p.m.)

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