

Notes of the Member Development Working Group

19th April, 2010 at 12 noon
at Fire Service Headquarters, Birmingham

Present: Councillor M Robinson (Chair)
Councillors Alden and Ward.

Charter Assessor – Councillor Turner.

Councillor S Davis (observer).

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

Clerk to the Authority
S Hancock.

Apologies: Councillors Eustace, Idrees and Spence.

5/10 **Notes of Last Meeting**

Resolved that the notes of the meeting held on 9th November 2009 be approved as a correct record.

6/10 **Draft Terms of Reference**

Resolved to recommend to Authority that the Terms of Reference of the Member Development Working Group, attached as Appendix 1, be approved.

7/10 **Draft Member Development Strategy**

The Group considered a draft Strategy for the Support and Development of Members of West Midlands Fire and Rescue Authority.

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The Strategy included:-

- a suggested induction programme for new members, which it was anticipated would also act as an annual update for existing members;
- a suggested list of items that would be incorporated into a Members' Handbook;
- a proposed process for personal development reviews (PDR), including draft forms to record the process.

On the whole the Group expressed support for the Strategy, however, this was on the understanding that it would not be mandatory for members to take part in the member development programme.

Members felt that it would be preferential to have just one PDR meeting and that the subsequent reviews of agreed personal objectives could be done as a paper exercise.

The Group was keen to ensure that the process was confidential and therefore felt that it was not appropriate for members who decided take part in the PDR process to complete an evaluation form. Instead, any feedback members had on the process could be reported to the Chair of the Member Development Working Group (MDWG).

Members did not feel that the learning styles questionnaire would be valuable and asked that the Clerk re-consider whether this was a necessary part of the Strategy.

The Group felt that many of the suggested questions in the stage 2 (i.e. review stage) questionnaire, whilst relevant to their roles, were not specifically related to learning and development and therefore the questionnaire should be removed from the member development process and circulated as a separate exercise.

Resolved to recommend to Authority that, subject to the amendments agreed, the Strategy for the Support and Development of Members of West Midlands Fire and Rescue Authority be approved.

(Meeting ended at 1.31 p.m.)

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