

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**EXECUTIVE COMMITTEE**

**24 MARCH 2014**

1. **MEMBER DEVELOPMENT**

Joint report of the Chief Fire Officer and Clerk and Monitoring Officer.

RECOMMENDED

THAT the process for incorporating and delivering relevant learning activities within the Members' Training and Development Plan be approved.

2. **PURPOSE OF REPORT**

The report is submitted to update the Executive Committee about Member Development progress and to seek approval to recommend the provision of training and development through an ongoing training and development plan.

3. **BACKGROUND**

3.1 At a meeting on 10 June 2013 the Executive Committee approved a number of items in relation to improving the training and development for Elected Members. In particular, it encouraged:

- a Member-driven approach to development;
- relevant and timely learning activities and experiences which lead to a sharing of knowledge; and
- an improved take-up of learning opportunities.

3.2 Further to the recent Personal Development Review cycle, there have been a number of areas highlighted by Members where further learning would be appreciated. The areas highlighted the most include the following:

- budgetary process
- WMFRA structures and service

- governance arrangements
- Member accountabilities and responsibilities
- equality and diversity
- The Plan
- ethical framework
- role within the Community

3.3 In addressing these areas in a relevant and timely way, there are a range of delivery methods available. For instance:

- Policy and Planning Forum schedule to accommodate regular update sessions, briefings and master classes, where appropriate.
- The Service can facilitate contact between Member and Officer where a one to one conversation is considered to be the most appropriate learning solution.
- The induction process also provides an excellent opportunity for new and existing Members to receive background information and updates on key issues relating to Member responsibilities. It is proposed that the next induction programme scheduled for July 2014 will encompass the areas highlighted from the Personal Development Reviews.

3.4 The process, therefore, in consolidating relevant activities within the Training and Development Plan will involve:

- incorporating the outcomes from Personal Development Reviews and translating these in to meaningful learning activities;
- including updates about new training opportunities such as the LGA in-house leadership day; seminars, conferences etc.;
- evaluating feedback from training and development events and station visits, and providing further support and learning where appropriate;
- Members discussing any new and emerging learning needs with respective Group Leaders.

- 3.5 In achieving this, it is proposed that the Training and Development Plan becomes a live document which is updated on an on-going basis and circulated to all Members.
- 3.6 As approved at the previous Executive Committees, the Quarterly Performance Review Meeting will be updated regularly in relation to other Member development initiatives.
- 3.7 The Authority's on-going improvement to Member Development inevitably supports the Service's commitment to the Investors in People standard and is aligned to supporting the Principles of Good Governance.

#### 4. **EQUALITY IMPACT ASSESSMENT**

The purpose of this report is to follow up on the proposals in previous reports which have been to continue and further improve the current provision of Member Development and ultimately improve engagement with our communities and the workforce. The Equality Impact Assessment carried out for the initial report has been reviewed and does not raise any additional issues.

#### 5. **LEGAL IMPLICATIONS**

The course of action recommended in this report does not raise issues which should be drawn to the attention of the Authority's Monitoring Officer.

#### 6. **FINANCIAL IMPLICATIONS**

The costs of any Elected Member Development activities are met from existing budgets.

### **BACKGROUND PAPERS**

A Strategy for Supporting and Developing Members  
Peer Challenge Assessment  
Report to Executive Committee – 4 February 2013  
Report to Executive Committee – 10 June 2013  
Report to Executive Committee – 9 December 2013.

The contact name for this report is David Johnson 0121 380 6906.

PHIL LOACH  
CHIEF FIRE OFFICER

NEERAJ SHARMA  
CLERK AND MONITORING  
OFFICER