

<p>Notes of the Member Development Working Group</p>

18th April, 2011 at 12.00 noon
at Fire Service Headquarters, Birmingham

Present: Councillors Chambers, Idrees, Hodgson and Jackson.

Charter Assessor – Councillor Turner.

Officers: **West Midlands Fire Service**
Assistant Chief Officer A Brandon (Director Corporate Services) and C Kelly.

Clerk to the Authority
S Hancock.

Apology: Councillor Foster.

5/11 **Notes of 14th February 2011**

Resolved that the notes of the meeting held on 14th February, 2011 be approved as a correct record.

6/11 **Member Induction 2011/2012**

The Group was reminded of the content of the induction and familiarisation sessions that took place in 2010/2011 and asked for its views on whether or not it was suitable to deliver to members in 2011/2012.

Members felt that the programme remained suitable to roll forward and highlighted the importance of the sessions being open to returning members as well as new members.

The Group noted that the training calendar would be reviewed and circulated to all members in the new municipal year and asked that members be reminded that they can request training and development to meet their needs at any time.

Resolved that approval be given to the content of the induction and familiarisation sessions for members in 2011/2012, as now submitted.

7/11 **Members' Handbook**

Members received a final draft of the members' handbook. Members noted that the final version would be available on CMIS after the Authority's annual meeting. It was therefore agreed that Note No. 25/10 be not proceeded with.

Members asked that a hard copy be made available in the library at Headquarters and copies be emailed to constituent authorities for information.

Resolved:-

- (1) that the Members' Handbook, as now submitted, be approved and that it be made available on CMIS following the Authority's annual meeting;
- (2) that Note No. 25/10 be not proceeded with;
- (3) that a hard copy of the Handbook be made available in the library at head quarters;
- (4) that copies of the Handbook be emailed to constituent authorities for information.

(Meeting ended at 12.13 pm)

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