

<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>AUTHORITY</b>		
<b>DATE:</b>	<b>11 FEBRUARY 2014</b>	<b>REPORT NO:</b>	<b>CFO/015/14</b>
<b>PRESENTING OFFICER</b>	<b>CLERK TO THE AUTHORITY</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>HELEN PEEK – DEMOCRATIC SERVICES MANAGER</b>	<b>REPORT AUTHOR:</b>	<b>KELLY JOHNSON – DEPUTY DEMOCRATIC SERVICES MANAGER</b>
<b>OFFICERS CONSULTED:</b>			
<b>TITLE OF REPORT:</b>	<b>FEEDBACK FROM MEMBERS FOLLOWING ATTENDANCE AT EVENTS</b>		
<b>APPENDICES:</b>	<b>APPENDIX A: FEEDBACK FORM</b>		

### **Purpose of Report**

1. To request that Members note the content of this report regarding the benefits of Members providing feedback following their attendance at conference and events; and to endorse the continued use of the feedback form devised for such use.

### **Recommendation**

2. That Members;
    - a. Note the value to the Authority of Members providing feedback following their attendance at conference and events.
    - b. Endorse and encourage Members to complete and submit the feedback form to the Democratic Services Manager, as soon as possible following attendance at events (form attached at Appendix A), to enable complete records to be captured.
    - c. Approve the recommendation of the Member Development Group to the submission of a report to the Authority on an annual basis, providing an overview of feedback received from Members throughout the preceding year.
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## **Introduction and Background**

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3. Members approved the Member Development Programme and Strategy for 2013-16 (CFO/048/13), at the Authority Meeting on 7<sup>th</sup> May 2013. Part of the resolution was that Members approve the use of a Members' Feedback Form following their attendance at events.
4. The Feedback Form was devised in consultation with the Member Development Group. It was envisaged that this form would be completed by Members following their attendance at a range of events (both formal and informal) in their capacity as a Member of Merseyside Fire and Rescue Authority, such as:
  - Approved Conferences
  - Sponsored Conferences
  - Community Engagement Events
  - Youth Engagement Events
5. Attendance at such events form an important part of Members' learning and development. It is important therefore, that any examples of best practice, learning outcomes and knowledge acquired through such attendances, are fed back and shared with other Authority Members.
6. In addition, the Feedback Form allows information to be collated concerning the Members who attended and associated costs of attendance to the Authority. This enables attendance to be evaluated, in terms of the benefits to the Authority of having representation at an event and the knowledge / development gained by the individual, weighed against the cost of attendance. This assists in determining whether attendance represents value for money for the Authority; and to help inform future representation.
7. Following consideration by the Member Development Group regarding the most appropriate method of disseminating feedback to the Authority, it is proposed that a report be submitted to the Authority on an annual basis, providing an overview of the feedback received from Members throughout the preceding year. It is proposed that such a report be submitted to the last meeting of the full Authority prior to the Annual General Meeting. This will enable the Authority to consider the feedback provided, information regarding value for money, and the benefit of future Member attendance at events, prior to determining the Authority's Approved List of Conferences, at the AGM.

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## **Equality and Diversity Implications**

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8. There are no specific equality and diversity implications arising from this report.
9. All Members attending conferences and other events will be asked to complete the feedback form.

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**Staff Implications**

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10. The only staff implications arising from this report will be in relation to some officer time spent in collating and reviewing the feedback provided by Members.

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**Legal Implications**

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11. There are no direct legal implications relating to this report

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**Financial Implications & Value for Money**

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12. The Feedback Form provided to Members for completion following attendance at conferences and events includes a section concerning the costs associated with attendance, including for example - the cost of, the conference, travel and accommodation.
13. By fully considering the costs of attendance at events, alongside the benefits associated with attendance, the Authority are able to determine whether or not representation at the event provides the Authority with value for money, which will in turn help to inform future attendance.

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**Risk Management, Health & Safety, and Environmental Implications**

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14. There are no specific risk management, health and safety or environmental implications arising from this report.
15. However, wherever possible when attending events and conferences, the most economic method of travel is utilised.

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**Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Firefighters***

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16. By obtaining feedback from Members and collating information concerning the costs and benefits to the Authority in attending specific events, the Authority can ensure that all events attended by Members represent value for money, by providing Members with the knowledge required to make informed decisions concerning the Authority's Mission.

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**BACKGROUND PAPERS**

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**CFO/048/13** Members Development Programme And Strategy 2013-16

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**GLOSSARY OF TERMS**

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