

# Public Document Pack

## MERSEYSIDE FIRE AND RESCUE AUTHORITY

### MEETING OF THE

### MEMBER DEVELOPMENT GROUP

13 AUGUST 2013

### MINUTES

**Present:** Cllr Jimmy Mahon (Chair) Councillors Pat Moloney and Steve Niblock (delayed - arrived item 4)

**Apologies of absence were received from:** Councillor Lesley Rennie

**Also Present:** Democratic Services Manager – Helen Peek  
Organisation Development Manager – Lynn Hughes  
Democratic Services Deputy Manager – Kelly Johnson

**Invited:** Sharepoint Project & Implementation Manager – Darren Poole  
ICT Application Portfolio Manager – Mark Hulme (Apologies)

#### 1. Minutes Of The Last MDG Meeting - 5th April 2013

The Group consider the Minutes of the previous meeting, held on 5<sup>th</sup> April 2013 and approved them as a true record.

#### 2. Actions Arising From Minutes

The Group considered the actions arising from the Minutes of the previous meeting.

Media Training:

The Democratic Services Manager confirmed that the Corporate Communications Director has been advised of the Group's request for Members Media Training, and is looking to arrange this later in the year.

The Group were informed that the majority of actions arising were subject to separate items on the Agenda; and agreed to move on with the Agenda to pick those up.

#### 3. Portal Access For Members

The Sharepoint Project Implementation Manager, provided the Group with an update regarding access to the Portal for Members.

The update outlined a number of options for providing this provision that have either been, or could be looked into; and approximate associated costs.

Discussion took place around the type of information Members may wish to access through the Portal and the anticipated usage of the provision by Members.

The Group resolved to recommend that:

- (a) A Learning Lunch be provided to Members demonstrating the Portal and highlighting what information can be accessed through it, and;
- (b) This be the topic for the Learning Lunch scheduled for 19<sup>th</sup> November 2013
- (c) During the Learning Lunch, Members be asked to consider the type of information they would like to access through the Portal; and indicate their potential use of the Portal, in order to guide future development.
- (d) Once the new Members Room has been completed as part of the JCC Project, "clinic days" be arranged for Members to drop in for a tutorial on how to use, access information, and navigate their way around the Portal. A member of staff from the Portal Team and ICT are to be available for these tutorials.

#### **4. Feedback From Members Following Attendance At Events**

The Group considered feedback provided by Members following their attendance at external events and conference, since the Feedback Form was approved for use at the Authority Meeting on 7<sup>th</sup> May 2013.

The Group discussed the benefit of including information regarding the cost of attendance at the event on the feedback form provided for Members completion, in order to better assess value for money.

The Organisational Development Manager advised the Group that the feedback forms provided to staff following their attendance at training events, included similar information, to enable staff to appreciate the investment made by the Authority, a copy of the form was provided, for their consideration.

The Group resolved to recommend that:

- a) The Authority encourage Members to complete feedback forms following their attendance at events.
- b) The feedback form used, be amended to include details concerning the cost of attendance at the event, including travelling and subsistence costs etc.
- c) The amended form and any feedback received from Members following attendance at events, be reported back to the next meeting of the Group.
- d) A report concerning feedback received throughout the year, be submitted annually to the last Authority Meeting prior to the AGM, to enable full

consideration as to the value of future attendance at such events, prior to the Authority approving conferences and events for the following Municipal year.

## **5. Development Events And Feedback**

The Group considered the list of development events provided for Members since the last meeting of the Group; and the evaluation responses received by Members in relation to those events.

The Group noted the variety of training events provided and that most of the feedback by Members was positive.

The only slight criticism raised by Members was in relation to one of the District Update Presentations, which was deemed to be “a little rushed”, however it was noted that this was likely to be due to the necessity to have 2 Districts presenting within the same time slot.

The Group resolved to recommend that;

In future, wherever possible, only one topic be included in any “Learning Lunch” slot.

## **6. Review Of Station Visit Arrangements**

The Group were provided with an update on Station Visits which have taken place so far; and considered the arrangements currently in place for Station Visits.

The Group were reminded that this year, 3 days for Station Visits were scheduled into the meeting dates approved by the Authority at the AGM, as recommended by this Group.

It was noted that to date, no stations within the St Helens or Knowsley Districts have been visited, however the Group were informed of the intention to visit those on the next scheduled day of visits on 28<sup>th</sup> November 2013.

The Group discussed the advantages and disadvantages of;

- (i) scheduling set days in advance for Station Visits; and
- (ii) having relatively small numbers of Members attending those visits.

The Group resolved to recommend that;

- a) The Authority continue with the schedule of set days for Members Station Visits; and
- b) Invites to Station visits should continue to be open to all Members, however note that due to the space available within many stations, it was beneficial to only have approximately 8 Members in attendance.

## **7. Provision Of Employee Training**

The Group considered a brief report, concerning the provision of training for staff.

The report highlighted the significant shift over the last 5 years, towards providing the majority of training in-house; and the substantial savings made as a result.

However, the Group noted that there remain some exceptions, where providing training through external providers continues to be more beneficial.

The Group resolved to recommend that:

- a) A report be submitted to the meeting of the Policy & Resources Committee on 26<sup>th</sup> September 2013, regarding the provision of training for staff; and the associated savings in providing more training internally.
- b) The Organisation Development Manager look into the possibility of Members participating in any ICT Training run for staff.

## **8. Accreditation Scheme For Members**

The Group considered possible options for Member Development and accredited schemes moving forward.

The Group were provided with a hand out briefly detailing some of the options for Members to consider. There were 2 broad areas for consideration:

- 1) Possible next level of the North West Employers Elected Member Development Charter.
- 2) Continuation of Personal Development Planning

Within the second area, there were a number of further options for consideration:

- Accreditation of Personal Development Planning using Chartered Management Institute (CMI) qualifications; facilitated in-house and externally scrutinised by CMI.
- 360 feedback for Members
- A combination of the two.

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- Develop links with other LA's to share learning and accreditation.

The group were informed that to date, there had not been any further progress or decisions made within North West Employers in relation to developments of the Elected Members Development Charter, and noted that careful consideration should be given to how it may be perceived publically, should the Authority put themselves forward for an award, in the current financial circumstances.

The Group discussed in detail the options proposed in terms of continuation of Personal Development Planning and noted that there was merit in each of the options and possibly a combination would be the best way forward.

The Group resolved to recommend that:

- a) Following Members one-to-one meetings and the development of training plans, the most appropriate accreditation methods be looked into.
- b) The Authority consider the possibility of the Members Development Group Members each undertaking a 360 degree appraisal, as a trial for the Authority to consider rolling out to all Members.
- c) The Organisation Development Officer liaise with the other local authorities, to establish how they are accrediting Members and whether there is any scope/ appetite for providing learning and accreditation jointly.

## **9. Review Of PDP's**

The Group considered the status of Members Personal Development Plans (PDP's) and when they last attended a one-to-one development meeting.

The Group were advised that several Members have one-to-one meetings scheduled with the Organisation Development Manager, as they are now due for review.

The Group were advised that the intention is to have a different approach to one-to-ones, than has previously been taken; and the Group agreed that it would be best to start afresh to ensure that all Members have been through the same process.

The Group resolved to recommend that:

- a) Arrangements be made for all Members to meet with the Organisation Development Manager for a one-to-one development meeting, before the end of February 2014.

- b) Following the completion of all one-to-one's, analysis be conducted to establish training needs, and those needs be met within a realistic timeframe.
- c) Following completion and analysis of all Members one-to-one's, accreditation options be looked into.

**10. Any Other Business**

The Group discussed the possibility of the Minutes from these meetings, being submitted to the Authority for consideration and ratification of the recommendations, and to enable all Members to see what they Group have considered.

The Group resolved that;

Commencing from this meeting, Minutes of the Members Development Group be submitted to full Authority Meetings for Members information and for recommendations to be approved.

Close

Date of next meeting Date Not Specified