

MEMBER DEVELOPMENT STRATEGY ACTION PLAN 2020-2023

Action	Target completion date	Progress	Lead Officer/Member
Annual Member Induction Programme	Business as usual	Member Induction session for new Members introduced in 2020/21 including an overview of RBFRS and opportunity to meet with Senior Leadership Team.	Head of Corporate Services Democratic Support Lead
Members to be invited to RBFRS events and demonstrations	Business as usual	As and when these opportunities occur invitations are passed on to Members i.e. Annual Awards Ceremony.	Senior Leadership Team Democratic Support Lead
Skill based questionnaire for completion by Members annually	Annually July	Questionnaire required for completion by each Member to inform Members 1:1s at start of the municipal year.	Group Leaders
Group Leaders to undertake annual 1:1 with Members	Annually September	1:1s to be conducted between Group Leaders and Members using the skilled based questionnaire.	Vice-Chairman Group Leaders
New Members to be assigned a Member and Officer Buddy on joining the Fire Authority	Business as usual	Assigned at the start of the each Municipal Year subject to new Member intake.	Group Leaders Senior Leadership Team
Hold an annual strategic Members' Workshop twice yearly	Annually	Two strategic workshops to be held as part of the Fire Authority's Strategic Planning process.	Head of Corporate Services

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Publish an annual Member Development Programme (calendar of courses)	Annually	Annual review of Member Development programme. To be published at the start of the Municipal Year.	Head of Corporate Services Democratic Support Lead
Review Members' Handbook	Annually	Review 'About Us' section to develop information available to Members. Members' Handbook to be provided electronically and in hard copy.	Head of Corporate Services Democratic Support Lead
Undertake an annual Member Development Survey	Annually	Survey to be introduced at end of each Municipal Year.	Head of Corporate Services Democratic Support Lead
Ensure all Members notified of committee paper publication	Business as usual	To ensure awareness of all business being undertaken by the Fire Authority and its committees.	Democratic Support Lead
Ongoing opportunities to work in partnership with other fire and rescue services and local authority partners to be explored	Business as usual	Opportunities to be explored on an ongoing basis.	Head of Corporate Services Democratic Support Lead
Ensure attendance at all Member Development activities is captured and added to training page on the website	Business as usual	Attendance will be reported annually via the Audit and Governance Committee.	Democratic Support Lead

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Ensure feedback from individual Member Development training sessions is captured	Annually March	Electronic survey and feedback form for Member Development to be developed	Democratic Support Lead
Undertake colour profiles	September	All Members to complete their colour profile as part of the Member Development Programme to aid the annual 1:1 process. Colour profiling helps understanding of self and understanding of others preferences. It enables you to blend personal preferences with those of others to improve individual relations, team dynamics and communication.	Business Support Officer Democratic Support Lead
Create an information hub on Modern Gov to aid Member Development and update annually	Annually	Key information for Members to be added to Modern Gov system in preparation of the start of the 2020/21 Municipal Year.	Democratic Support Lead
Annually report on Member Development to the Audit and Governance Committee	Business as usual		Head of Corporate Services Democratic Support Lead

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Modern.Gov Q&A Session	Annually	To be held annually for new members and those who have previously not attended. This session hopes to provide members with the skills needed to better understand the Modern.gov app.	Democratic Support Lead
Attendance at development opportunities outside of the organisation	Annually	Invite members to attend courses offered by LGA and NFCC throughout the year such as; LGA Leadership Essentials Fire & Rescue Programme which covers; equality & diversity, collaboration and media skills and training.	Head of corporate services Democratic Support Lead