

# MEMBER DEVELOPMENT STRATEGY ACTION PLAN 2020-2023

Action	Target completion date	Progress 2020/21	Lead Officer/Member
Review the annual Member Induction Programme	Business as usual	Annual Member Induction session reviewed for new Members appointed in 2020/21. Individual remote sessions were held with Chief Fire Officer, Head of Finance and Procurement and Head of Corporate Services. To be further refined for years 2021/22 and 2022/23.	Head of Corporate Services Democratic Support Lead
Safety at Home Course and Understanding Safe and Well Visits	Business as usual	This was a new course introduced at the beginning of the Municipal Year and has become business as usual. It provides smoke alarm advice and tips on ways to protect your home and family from kitchen-related fires. Members were taken through the process of Safe and Well Visits and how that data is fed into quarterly performance reports.	Head of Corporate Services Democratic Support Lead
Control Room Visits	Business as usual	This year, Control Room sessions were arranged remotely to protect Members and Officers, in line with government COVID-19 guidelines. The Control Room visit was conducted as a virtual visit, where Members were taken through the Control Room with Group Manager, Simon Harris.	Head of Corporate Services Democratic Support Lead

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Members to be invited to RBFRS events and demonstrations	Business as usual	This action was postponed in 2020/21 due to COVID-19 restrictions. As soon as it is safe to do so, Members will be invited to attend events in 2021/22 and 2022/23. i.e. Annual Awards Ceremony.	Senior Leadership Team Democratic Support Lead
Update the skill based questionnaire for completion by Members annually	Annually February	Questionnaire updated by Member Development Working Group to be used to inform Members 1:1s at start of the Municipal year.	Member Development Working Group
Group Leaders to undertake annual 1:1 with Members	Annually October	2020/21 Member 1:1s were held with Group Leaders in October 2020. 2021/22 1:1s will be held in October 2021 between Group Leaders and Members using the skilled based questionnaire.	Group Leaders
New Members to be assigned a Member and Officer Buddy on joining the Fire Authority Four	Business as usual	This action is undertaken as part of the new Member Induction.	Group Leaders Senior Leadership Team
Hold an annual strategic Members Workshop	Annually	This has been impacted by COVID-19. The Fire Authority and Service set out its strategic objectives at the start of the COVID-19 pandemic and Members have been regularly briefed against these objectives throughout 2020/21.	Head of Corporate Services

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Publish an annual Member Development Programme	Annually	Published at the start of the Municipal Year.	Head of Corporate Services Democratic Support Lead
Review Members' Handbook	Annually	The 'About Us' section of the Member Handbook is reviewed annually to support Member Development.	Head of Corporate Services Democratic Support Lead
Undertake an annual Member Development Survey	Annually	Survey undertaken at end of each Municipal Year.	Head of Corporate Services Democratic Support Lead
Ensure all Members notified of committee paper publication	Business as usual	This action is undertaken as business as usual.	Democratic Support Lead
Members to participate in the Understanding the Fire Authority RBFRS Core Skills Course	Business as usual	Whilst primarily focused on staff development, the course may offer opportunities for Member Development and a chance for Members to meet with staff members from across the service. Six Members participated in one of the four sessions were held during 2020/21.	Democratic Support Lead

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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 and as they arise.	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	All Member training has been captured and updated on Royal Berkshire Fire and Rescue Service website under each Member profile. Attendance will be reported annually via the Audit and Governance Committee.	Democratic Support Lead
Ensure feedback from individual Member Development training sessions is captured	Annually March	Evaluation forms were circulated to Members in attendance, after each course. To capture feedback on the course content.	Democratic Support Lead
Undertake colour profiles	Business as usual	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

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New Members upon joining the Fire Authority to undertake a colour profile	Annually	New Members are to complete colour profiles upon joining to help members understand themselves and others preferences. To improve relations, team dynamic and communication.	Business Support Officer Democratic Support Lead
Opportunities for e-learning to be utilised for Members	Business as usual	E-learning courses to be sent to members.	Senior Leadership Team 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
Healthy Organisation and Wellbeing Course	Business as usual	A short course designed by Becci Jefferies and her team, covering Equality, Diversity, Inclusion and Mental Health.	Head of HR and Learning and Development

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Understanding the Financing of the Fire Authority	Business as usual	This course was run by the Head and Deputy Head of Finance covering budget, external funding, capital projects financing and the statutory requirements such as Annual Statement of Accounts.	Head of Finance and Procurement Deputy Head of Finance
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