

MEMBER DEVELOPMENT STRATEGY ACTION PLAN 2020-2023

Action	Target completion date	Progress 2021/22	Lead Officer/Member
Review the annual Member Induction Programme	Business as usual	Annual Member Induction session reviewed for new Members appointed in 2021/22. Face-to-face sessions were arranged in line with government COVID guidelines at the time. Two induction sessions were arranged with new appointees following annual meeting in June 2021, and recent Member appointment in February 2022. As part of the Member Induction, one to one meetings are held with Chief Fire Officer, Head of Finance and Procurement and Head of Corporate Services.	Head of Corporate Services Democratic Support Lead
Safety at Home Course and Understanding Safe and Well Visits	Business as usual	This course is delivered by Safety Education Officer and 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	For a second year, Control Room sessions were arranged remotely to protect Members and Officers, in line with the Services' response to COVID-19. Members were taken through the Control Room with Thames Valley Fire Control Service (TVFCS) Group Manager.	Head of Corporate Services Democratic Support Lead

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Members to be invited to RBFRS events and demonstrations	Business as usual	In line with COVID-19 government regulations, Members were invited to attend Station visits, Crownthorne Fire re-opening and 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 alongside scheduled 1:1s with Group Leaders. This year the skills questionnaire provided additional columns for annual objectives to be set.	Member Development Working Group
Group Leaders to undertake annual 1:1 with Members	Annually October	2021/22 Member 1:1s were held with Group Leaders in October 2021. 2022/23 1:1s will be held in July and September 2022, 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	Business as usual	This action is undertaken as part of the new Member Induction.	Group Leaders Senior Leadership Team
Publish an annual Member Development Programme	Annually	Published at the start of the Municipal Year.	Head of Corporate Services Democratic Support Lead

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Hold an annual strategic Members Workshop	Annually	Two Member /Officer workshops were held in June 2021 with a second due to take place in March 2022. Through the course of the year, a series of virtual briefing sessions have also been scheduled for Members, to provide an update on progress with the Service. These additional briefings will continue in 2022/23 and cover a range of matters including the development of a new Corporate Plan and Community Risk Management Plan and on progress towards the Service's second inspection by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services. These will be valuable for all members to attend, as they are to enable members to keep up to date with new developments in the Service.	Head of Corporate Services
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
Ensure all Members notified of committee paper publication	Business as usual	This action is undertaken as business as usual.	Democratic Support Lead

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Undertake an annual Member Development Survey	Annually	This year the Member Survey has been expanded, at the request of the Chairman. The survey has been separated into two sections, one on Member Development and the other is a general Member survey which may be used as part of the Member / Officer workshop.	Head of Corporate Services 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.	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 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

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Ensure feedback from individual Member Development training sessions is captured	Following each course	New electronic evaluation forms were introduced to capture Members feedback at the end of each course.	Democratic Support Lead
Undertake colour profiles	Business as usual	All Members have been sent the colour profile link (excluding newly appointed Members). The colour profile could be used to aid the annual 1:1 process.	Business Support Officer
New Members upon joining the Fire Authority to undertake a colour profile	Annually	New Members will be sent the colour profile link upon joining the Fire Authority. Completion is optional.	Business Support Officer
Opportunities for e-learning to be utilised for Members	Business as usual	E-learning courses on Protecting Information and Equality, Diversity and Induction were sent to all members.	Senior Leadership Team
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 and updated annually.	Democratic Support Lead
Annual report on Member Development to the Audit and Governance Committee	Business as usual	Annual updates on Member Development provided by Organisational Development Champion to Audit and Governance Committee.	Head of Corporate Services Democratic Support Lead

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Understanding the Financing of the Fire Authority	Business as usual	This course provided an overview of budget setting and the process behind reports presented to the Fire Authority and the statutory reporting requirements of producing Annual Statement of Accounts.	Head of Finance and Procurement
Healthy Organisation and Wellbeing Course	Business as usual	This course provide an in-depth view of health and wellbeing initiatives within RBFRS and include Equality, Diversity, Inclusion and Mental Health. This course was further developed to include unconscious bias training in response to feedback received in the last Member Development survey.	Head of HR and Learning and Development
Modern.Gov Q&A Session	Annually	Informal drop-in session arranged to support Members with using the Modern.gov app, and RBFRS supplied Tablets.	Democratic Support Lead
Attendance at development opportunities outside of the organisation	Annually	Members attended courses organised by Local Government Association (LGA) on Audit Committee and Ministry of Defence workshop.	Head of corporate services Democratic Support Lead