

# ROYAL BERKSHIRE FIRE AUTHORITY



<b>COMMITTEE</b>	<b>AUDIT AND GOVERNANCE COMMITTEE</b>
<b>DATE OF MEETING</b>	<b>28 MARCH 2023</b>
<b>SUBJECT</b>	<b>MEMBER DEVELOPMENT ANNUAL REPORT AND PROGRESS AGAINST ACTION PLAN</b>
<b>LEAD OFFICER</b>	<b>PAUL BREMBLE, HEAD OF CORPORATE SERVICES</b>
<b>LEAD MEMBER</b>	<b>COUNCILLOR MIKE SMITH</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>NOTE AND DECISION</b>

## 1. EXECUTIVE SUMMARY

- 1.1 To receive an Annual Report and to note the progress of the Action Plan on Member Development activities in 2022/23.

## 2. RECOMMENDATION

That Audit and Governance Committee:

- 2.1 **NOTE** the Member Development Annual Report;  
2.2 **NOTE** the progress of the 2022-23 Member Development Action Plan (Appendix A);  
2.3 **NOTE** the results of the Member Development Survey (Appendix B), and  
2.4 **RECOMMEND** 2023-2027 Member Development Strategy to the Fire Authority for approval (Appendix C).

## 3. REPORT

- 3.1 In June 2022, the Fire Authority appointed six new Fire Authority Members and appointed Councillor Mike Smith as Member Development Champion. A review on the 2020-2023 Member Development Strategy and Action Plan was made, and upon review, it was identified that the majority of returning Members had attended courses throughout the Strategy period.
- 3.2 Focus was made towards targeting Member Development courses to the six newly appointed Members and Members appointed onto new roles.

- 3.3 Appendix A show the progress against the 2022/23 Action Plan and Red, Amber, Green (RAG) status has been included to indicate whether actions were completed during the year. There are two actions indicated as Red and Amber highlighted in the action plan.
- 3.4 The activities identified as Amber, numbers (3) and (15) are courses the Member Development Champion and Member Development Working Group recommended additional documentation to accompany Member Inductions, and the introduction of two new courses, (Wellbeing and Understanding Audit and Governance Committee) which were rolled out in early 2023.
- 3.5 The red actions, numbers (4) and (20) are actions that were not completed during the year. In 2023/24, new Members will be assigned Member and Officer Buddies to assist their induction to the Fire Authority. The number of Members completing e-learning during the year has been low, indicated as red on the action plan.
- 3.6 The majority of Member Development courses were scheduled prior to committee meetings, to minimise the frequency in Members attending meetings at Royal Berkshire Fire and Rescue Service Headquarters. In addition, some courses were also set up as hybrid meetings to allow greater flexibility in Member attendance.
- 3.7 The list of Member Development activities in Appendix A is not exhaustive, as it does not include individual briefings between Members and Senior Leadership Team on specific areas of the business such as Equality, Diversity and Inclusion, Safety, Health and Wellbeing and Thames Valley Collaboration and Control Service Joint Committee meetings.
- 3.8 Each year, Members are requested to complete an anonymous online survey on Member Development courses / activities attended, and where possible, Democratic Support use survey feedback to develop courses or activities for the next Municipal year. Table One shows Member attendance on courses attended in 22/23 over the three year strategy period. The table does not include Member attendance at Workshops and briefings.
- 3.9 This year, the online survey was held from 10 February – 6 March 2023 and was completed by nine respondents. Member participation in the survey is not compulsory, and as outlined in paragraph 3.2, new Members were targeted to attend courses as longer serving Members had attended the courses on offer in previous years.
- 3.10 The feedback received (Appendix B) was generally positive. One Member, stated they were unaware of the annual 1:1 with Group Leaders, therefore an increased effort will be made to ensure all Members are aware of those sessions. Another comment received was an increase in arranged station visit across the Hubs, which will be taken into consideration when planning station visits in 2023/24.
- 3.11 Appendix C is the proposed new Member Development Strategy recommended for Fire Authority approval. The Strategy is aligned to the Draft

Corporate Plan and Community Risk Management Plan and Draft Strategic Commitments. This will be reviewed following the approval of these documents by the Fire Authority in April, to ensure it they are still aligned.

**Table One**

<b>Course Title</b>	<b>Facilitators</b>	<b>Attendance 2020/21</b>	<b>Attendance 2021/22</b>	<b>Attendance 2022/23</b>
1:1 with Group Leaders	Group Leaders Cllrs Dudley, Gittings and Shepherd- DuBey	15	14	10
Thames Valley Fire Control Visit	TVFCS Group Manager	11	3	6
Formal Fire Station visits	RBFRS	N/A	11	10
Understanding the Financing of the Fire Authority	RBFRS	6	5	4
Healthy Organisation and Wellbeing	RBFRS	6	3	4
Modern.Gov App	RBFRS	N/A	1	0
Safety at Home Course	RBFRS	6	5	5
New Member Induction	RBFRS	1	2	6
New Audit and Governance Committee Course	RBFRS	N/A	N/A	6
New Wellbeing Course	RBFRS	N/A	N/A	3
Local Government Association (LGA) Leadership Essentials	LGA	1	1	4

#### **4 CONTRIBUTION TO STRATEGIC COMMITMENTS**

4.1 All Strategic Commitments are supported by the Member Development Programme.

## **5 FINANCIAL IMPLICATIONS**

- 5.1 The majority of the Member Development courses and activities have been delivered in-house within existing resources. External courses were provided at a subsidised rate by Local Government Association (LGA) as Royal Berkshire Fire Authority are members.

## **6 LEGAL IMPLICATIONS**

- 6.1 The Member Development Strategy and Action Plan supports the Fire Authority in discharging its statutory duties.

## **7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 Equality, Diversity and Inclusion training forms part of the Member Development Programme.

## **8. RISK IMPLICATIONS**

- 8.1 None specified.

## **9. CONSISTENCY WITH DUTY TO COLLABORATE**

- 9.1 As outlined in the Member Development Strategy, we will continue to identify opportunities to work with partners to deliver the Member Development programme where possible.

## **10. PRINCIPAL CONSULTATION**

- 10.1 Statutory officers and the Senior Leadership Team have been consulted in the development report.

## **11. BACKGROUND PAPERS**

- 11.1 None.

## **12. APPENDICES**

- 12.1 Appendix A – Member Development Action Plan  
12.2 Appendix B – Member Development Survey Results  
12.3 Appendix C – Member Development Strategy 2023-2027

## **13. CONTACT DETAILS**

- 13.1 Fayth Rowe, Democratic Support Lead 0118 938 4611