

Progress Against Member Development Action Plan 2022/23

Action	Target completion	Progress 2022/23	Lead Officer/Member	R	A	G
Publish an annual Member Development Programme (1)	Annually	Published at the start of the Municipal Year.	Head of Corporate Services			G
Update the skill based questionnaire for compulsory completion by Members annually (2)	Annually	Skills questionnaire updated by the Member Development Working Group, for completion by all Fire Authority Members for 1:1 meetings with Group Leaders. The purpose is two-fold, for Group Leaders to identify skills and interests ahead of Member appointments at Fire Authority annual meeting, and for Democratic Support to signpost Members to training organised internally (RBFRS) or externally e.g. Local Government Association (LGA).	Update the skill based questionnaire for completion by Members annually.			G
NEW – Introduction to the Fire Authority and Committee meetings (3)	Annually	Documentation to inform new Members about the Fire Authority and Committee meetings will be developed and available in June 2023.	Communications and Engagement Team		A	
New Members to be assigned a Member and Officer Buddy on joining the Fire Authority (4)	Business as usual	This action did not take place in 2022/23. In 2023/24 New Members will be assigned Member Buddy (Group Leader) and an Officer Buddy (member of the Senior Leadership Team) as a contact for questions and queries.	Group Leaders and Head of Corporate Services	R		
Review the annual Member Induction Programme (5)	Business as usual	Annual Member Induction session reviewed for new Members appointed in 2022/23. As part of the Member Induction, one to one meetings were held with Chief Fire Officer, Head of Finance and Procurement and Head of Corporate Services. In 2023/24, a combined session involving the Chief Fire Officer, Head of Finance and Procurement and Head of Corporate Services will be provided.	Head of Corporate Services and Democratic Support			G
Review Members Members' Handbook (6)	Annually	The 'About Us' section of the Member Handbook is reviewed annually to support Member Development.	Head of Corporate Services and Democratic Support Lead			G
Group Leaders to undertake annual 1:1 with Members (7)	Annually	2022/23 1:1s were held in June September and October 2022, between Group Leaders and Members using the skilled based questionnaire. In 2023/24 agendas will be sent to assist Members and Leaders in setting development objectives.	Group Leaders			G
Healthy Organisation and Wellbeing Course (8)	Business as usual	This course provide an in-depth view of health and wellbeing initiatives within RBFRS and include Equality, Diversity, Inclusion, Mental Health and unconscious bias training.	Head of HR and Learning and Development			G

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Control Room Visits (9)	Business as usual	Control Room sessions were arranged by Thames Valley Fire Control Service (TVFCS) Group Manager.	Head of Corporate Services and Democratic Support Lead			G
Formal Station Visit for the members (10)	Annually	Two Fire Stations visits were arranged and held at Theale and Wokingham Fire Stations. The organised visits provided an opportunity for Members to meet the crew and learn in greater detail the equipment used at incidences. Chair, Vice-Chair, A&GC Chair and Member Champions visited Caversham Road, Slough, Crowthorne and Bracknell (Station Visit Day).	Democratic Support Lead			G
Informal Station Visits (10a)	Business as Usual	Fire Authority Members were encouraged to make impromptu visits to Stations or they could be arranged directly between Members and Station Manager. To aid Member organised station visits, Members may wish to refer to protocol attached as Annex 1.	Fire Authority Members			G
Understanding the Financing of the Fire Authority (11)	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			G
Hold an strategic Members Briefing / Workshop (12)	Business as usual	Member briefings have continued 2022/23 and cover a range of matters including the development of a new Community Risk Management Plan, 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			G
Safety at Home Course and Understanding Safe and Well Visits (13)	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 and Democratic Support Lead			G
Members to be invited to RBFRS events and demonstrations (14)	Business as usual	Members were invited to the attend the official opening of Theale Fire Station, Fire Cadets passing out parade and annual Awards Ceremony.	Senior Leadership Team and Democratic Support Lead			G
NEW – Two new courses – Understanding Audit and Governance Committee and Wellbeing course (15)	Business as usual	Understanding Audit and Governance Committee is aimed at new members and will be looking at Annual Objectives, targets and measures of the Service's performance. This course will be rolled out in February 2023. Wellbeing course will provide Members with a deeper understanding of the support offered to all staff following high profile incidences and agencies staff are signposted to for additional support e.g. counselling and support provided by Trauma Support Champions and Chaplin's. This course will be rolled out in January 2023.	Head of Corporate Services		A	G
Undertake an annual Member Development Survey (16)	Annually - February	Annual Member Development survey will be circulated to all Members. The results of the survey will form part of the annual Member Development report for consideration by Audit and Governance Committee in March 2023.	Head of Corporate Services and Democratic Support Lead			G
Members to participate in the Understanding the Fire Authority RBFRS Core Skills Course (17)	Business as usual	Whilst primarily focused on staff development, the course offer opportunities for Member Development and a chance for Members to meet with staff members from across the service.	Democratic Support Lead			G

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Ongoing opportunities to work in partnership with other fire and rescue services and local authority partners to be explored. (18)	Business as usual	Opportunities to be explored on an ongoing basis and as they arise.	Head of Corporate Services and Democratic Support Lead			G
Ensure attendance at all Member Development activities is captured and added to each Members profile page on the website. (19)	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			G
Opportunities for e-learning to be utilised for Members. (20)	Business as usual	E-learning courses on Protecting Information and Equality, Diversity and Induction were sent to all members.	Democratic Support Lead	R		
Annual report on Member Development to the Audit and Governance Committee. (21)	Business as usual	Annual updates on Member Development to Audit and Governance Committee in March 2023.	Head of Corporate Services			G
Modern.Gov Q&A Session (22)	Annually	Members that have opted to receive agenda packs electronically (paperless) have been offered to attend an informal drop-in session arranged to support Members with using the Modern.gov app.	Democratic Support Lead			G
Attendance at development opportunities outside of the organisation (23)	Annually	Members attended courses organised by Local Government Association (LGA) on Audit Committee and Fire and Rescue Essentials.	Head of Corporate Services and Democratic Support Lead			G