

Action	Target completion date	Progress 2023/24	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 Complete
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).	Fire Authority Members			G Complete
NEW – Introduction to the Fire Authority and Committee meetings (3)	Annually	Documentation developed to inform new Members about the Fire Authority and Committee meetings - completed and distributed in June 2023.	Communications and Engagement Team			G Complete
New Members to be assigned a Member and Officer Buddy on joining the Fire Authority (4)	Business as usual	2023/24 New Members were 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			G Complete
Review the annual Member Induction Programme (5)	Business as usual	Annual New Member Induction session held in June 2023. This session is reviewed and updated annually.	Head of Corporate Services Democratic Support Lead			G Complete
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 Democratic Support Lead			G Complete
Group Leaders to undertake annual 1:1 with Members (7)	Annually	23/24 1:1s with Group Leaders were held in June 2023. , Good practice these meetings are held days prior to the Annual Fire Authority meeting to inform Group Leader nominations onto Committees, Lead Member and Champion roles.	Group Leaders			G Complete
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 Complete
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 Democratic Support Lead			G Complete
Formal Station Visit for the members (10)	Annually	Three formal visits were arranged to Maidenhead, Theale and Bracknell Fire Stations. Organised visits provid an opportunity for Members to meet the crew and learn in greater detail the equipment used at incidences.	Democratic Support Lead			G Complete

Action	Target completion date	Progress 2023/24	Lead Officer/Member	R	A	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 Complete
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 Complete
Strategic Members Briefing / Workshops (12)	Business as usual	Two Member / Officer Workshops were held in October 2023 and January 2024. 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 Complete
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 Democratic Support Lead			G Complete
Members to be invited to RBFRS events and demonstrations (14)	Business as usual	Members were invited to attend the official opening of Theale Fire Station, Fire Cadets passing out parade and annual Awards Ceremony.	Senior Leadership Team Democratic Support Lead			G Complete

Action	Target completion date	Progress 2023/24	Lead Officer/Member	R	A	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. Wellbeing course will provide Members with a deeper understanding of the support offered to all staff following high profile incidences and agencies.	Head of Corporate Services			G Complete
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 2024.	Head of Corporate Services Democratic Support Lead			G Complete
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 Complete
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 Democratic Support Lead			G Complete
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 Team			G Complete

Action	Target completion date	Progress 2023/24	Lead Officer/Member	R	A	G
Opportunities for e-learning to be utilised for Members. (20)	Business as usual	E-learning courses on Protecting Information and Equality, Diversity and Inclusion (EDI) Governance. On an annual basis, Members will be required to note they have read Information Governance policies i.e. Protecting Information, Password, ICT Acceptable Use and Security Policy. EDI was covered as part of Healthy Organisation course.	Democratic Support Lead			G Complete
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 Complete
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. This session was not offered due to the roll out of rbfrs email addresses to Fire Authority Members. Modern.gov training will be removed from the action plan and will be available upon request.	Democratic Support Lead	R		
NEW - RBFRS ICT Support (23)	Ongoing	Fire Authority Members were provided with rbfrs email accounts. Ongoing support provided by the ICT Team	ICT Team			G Complete
Attendance at development opportunities outside of the organisation (24)	Annually	Members attended courses organised by Local Government Association (LGA) on Audit Committee and Fire and Rescue Essentials.	Head of corporate services Democratic Support Team			G Complete