

Member Development progress against Action Plan 2024/25

Action	Target completion date	Progress 2024/25	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			
Update the skill-based questionnaire for compulsory completion by Members annually (2)	Annually	Skills questionnaire updated by Democratic Support team and completed by members at the beginning of the Municipal year.	Fire Authority Members			
New Members to be assigned a Member and Officer Buddy on joining the Fire Authority (4)	Business as usual	2024/25 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			
Review the annual Member Induction Programme (5)	Business as usual	Annual New Member Induction session held in July 2024. A further session was arranged in September 2024 for members who were unable to attend the earlier Induction and newly appointed Members. This session is reviewed and updated annually.	Head of Corporate Services Democratic Support Lead			
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			
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 Mental Health and unconscious bias training.	Head of HR and Learning and Development			
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			
Formal Station Visit for the members (10)	Annually	Three formal visits were arranged to Caversham Road, Newbury and Langley Fire Stations. Organised visits provided an opportunity for Members to meet the crew and learn in greater detail the equipment used at incidences.	Democratic Support Lead			
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			
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			
Strategic Members Briefing / Workshops (12)	Business as usual	Two Member / Officer Workshops were held on 12th September 2024 and 21st January 2025. All Members were invited to attend and is seen as a vital forum in setting the strategic direction of the Service and keeping Members up to date on new developments.	Head of Corporate Services			

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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			
Members to be invited to RBFRS events and demonstrations (14)	Business as usual	Members were invited to attend Fire Cadets passing out parade and annual Awards Ceremony.	Senior Leadership Team Democratic Support Lead			
Understanding Data & Performance course (15)	Business as usual	Understanding Data & Performance is aimed at new members. The course covered Audit and Governance Committee Terms of Reference, Annual Objectives, targets and measures of the Service's performance.	Head of Corporate Services			
Course evaluation survey (16)	Business as usual	Course evaluation's were circulated to Members after each course and station visits. None were completed. Verbal feedback was provided on the time of day courses were arranged, as a result some courses were arranged in the evening. Evaluation results should be used to review and improve the content of Member Development courses, as well as form part of the content for the annual Member Development report for consideration by Audit and Governance Committee in March 2025.	Head of Corporate Services Democratic Support Lead			
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			
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			
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			

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Opportunities for e-learning to be utilised for Members. (20)	Business as usual	E-learning courses on Protecting Information, Cyber Security and Equality, Diversity and Inclusion (EDI) were made available to all Members. To date, only two members have completed these courses. It is a requirement for these courses to be completed on an annual basis.	Democratic Support Lead			
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 2025.	Head of Corporate Services			
Modern.Gov Q&A Session (22)	Annually	Modern Gov sessions are available on request.	Democratic Support Lead			
RBFRS ICT Support (23)	Ongoing	Fire Authority Members were provided with rbfers email accounts. Ongoing support provided by the Democratic Support Team and ICT Team.	ICT Team			
Attendance at development opportunities outside of the organisation (24)	Annually	Where relevant, Members were invited to attend Local Government Association (LGA) conferences and / or courses. Two Members will be attending LGA Fire Commission Conference in March 2025.	Head of corporate services Democratic Support Team			