

## **Shropshire and Wrekin Fire Authority**

### **Proposed Member Development Implementation Plan**

#### **The purpose of the process is to:**

- Provide an opportunity for Members of the Fire Authority to review their development over the last twelve months; and
- Identify Member development needs in the context of their role within the Fire Authority over the coming twelve months or longer, if appropriate.

The review process will **not** consider a Member's performance specifically. It will, however, provide a forum for discussion about development needs and the best means of meeting those needs.

The process will enable Members and the Service to consolidate development to date and to agree future development provision to ensure that all Members have the necessary knowledge and skills to carry out their roles within Shropshire and Wrekin Fire Authority effectively.

#### **It is proposed that the process is conducted as follows:**

- A training and development questionnaire to be completed annually in May by Members and returned to the Assistant Chief Officer. To be followed by:
- The opportunity of an annual development review meeting with the Assistant Chief Officer.

#### **Proposed detail of the process**

The training and development questionnaire would be issued to all Members at the same time with an envelope marked 'private and confidential' for them to return their completed questionnaire to the Assistant Chief Officer. Members would be invited to contact the Assistant Chief Officer's secretary to arrange an appointment for a personal development review. Appointments would be offered between May and October and one hour allocated for each review.

Prior to each development review meeting the Assistant Chief Officer would consider the current/future role of the Member and the development needs highlighted by that Member. Members would be asked to collate evidence of development into their Personal Development File and bring it along to the review. At the meeting the content of the Personal Development File would be agreed together with future development needs and activities.

When the window of reviews had closed, the Assistant Chief Officer would arrange for the collation of all of the training and development needs identified and then define the most appropriate means of meeting those needs for Members.

### **Estimated time commitment**

There are 17 Members of the Fire Authority and 2 non-elected Independent Members of its Standards Committee. Each would be sent a development questionnaire to complete in their own time.

The following table sets out the likely time commitment for officers in undertaking the review process.

<b>Activity</b>	<b>Estimated Time Commitment</b>	<b>Responsible Officer</b>
Issuing development questionnaires	2 hours	Committee & Administration Manager
Arranging appointments	2 hours	Management Support Officer
Preparing for review	9.5 hours (30 minutes x 19)	Assistant Chief Officer
Undertaking review	19 hours (1 hour x 19)	Assistant Chief Officer
Collation of review results	9.5 hours (30 minutes x 19)	Management Support Officer
Development activity planning	19 Hours (1 hour x 19)	Development Manager
<b>Estimated total per annum</b>	<b>61 hours</b>	