



# A Wales Charter for Member Support and Development:

➤ **An Approach for  
Fire and Rescue  
Authorities**



WLGA • CLILC



## **A Wales Charter for Member Support and Development: An Approach for Fire and Rescue Authorities**

The Wales Charter for Member Support and Development has been created to give structure and impetus to the growing body of support services for members in Wales. These include support for the personal and role skill and knowledge needs of members and support facilities and services.

The Charter aims to provide a broad framework for local planning, self assessment, action and review, alongside networking and comparison amongst authorities and the sharing of notable practice.

The Charter has been developed collaboratively by the Welsh Local Government Association and member support officers including representatives from the Fire and Rescue Authorities through the Member Support Officer Network.

The Charter sets out the requirements for members and officers working in principal authorities. This document, the ***Fire and Rescue Approach***, developed by representatives of all three fire and rescue authorities, sets out the requirements for members and support officers working in these authorities. It is intended as a framework for self assessment against the criteria and acts as a pro forma for the submission.

This ***Fire and Rescue Approach*** aims to cover those areas of member support and development specific to a member's role on a fire and rescue authority. It assumes that:

- The principles and criteria for assessment set out in the Charter will be adhered to. Information about this can be found in ***A Wales Charter for Member Support and Development: Information for Authorities*** available from the Association in hard copy or on the website [www.wlga.gov.uk](http://www.wlga.gov.uk)
- The member's principal authority will cover the areas set out in the Charter and that the Fire and Rescue Authority will only address the specific requirements set out in the ***Fire and Rescue Approach***. For example, the Charter sets out a requirement for members to be trained in the use of ICT. The requirements for fire and rescue authorities are to ensure that

members have access to ICT and are provided with electronic resources sufficient for their role as members of a fire and rescue authority but not to provide training in the general use of ICT.

- the assessment of the submissions from fire and rescue authorities will be based on these principles

This is an intermediate draft of the ***Fire and Rescue Approach***; it is intended for wider consultation with officers and members from fire and rescue authorities before implementation. When complete it will be available bilingually together with the main Charter information for use as a framework for submissions.

Applicants will also find the document ***Fire and Rescue Authority Member Role Descriptions and Person Specifications*** useful. It contains model role descriptions and person specifications for fire and rescue authority members, committee chairs and authority chairs.

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<b>A. The Authority operates modernised constitutional arrangements which function effectively and support strong corporate governance.</b>	<b>Requirement</b>	<b>Authority Approach and Actions</b>	<b>Supporting Information for Enclosure with the Submission</b>
<b>1. Members are supported with role descriptions</b>	Role descriptions are adopted for the: <ul style="list-style-type: none"> <li>• Authority Chair and Vice Chair</li> <li>• Committee Chair</li> <li>• Member of the Authority</li> </ul>		
<b>2. Office holders receive regular personal support and development interviews.</b>	Personal support and development interviews which are: <ul style="list-style-type: none"> <li>• based on role descriptions</li> <li>• contribute to personal development plans</li> <li>• are undertaken by senior members</li> </ul> are in development for the Chair and Vice Chair		
<b>3. Accessibility arrangements made for the business of the</b>	A review of the arrangements for authority business has taken place and as a result,		

<p><b>Authority are flexible and allow members to participate fully, taking into account employment, family and caring responsibilities.</b></p>	<p>meeting times, timings and venues reflect the needs of members as closely as possible.</p>		
<p><b>4. Members undertake their duties according to high standards of conduct.</b></p>	<p>All members have received training and development in the detail of the Authority's Code of Conduct.</p>		
<p><b>5. Constitutional Arrangements support strong corporate governance by clearly defining the role of the different member functions and their interrelationship.</b></p>	<ul style="list-style-type: none"> <li>• All members have received training on and understand: <ul style="list-style-type: none"> <li>• standing orders</li> <li>• financial regulations</li> <li>• terms of reference for each committee</li> <li>• schemes of delegation</li> <li>• anti fraud and corruption procedures</li> <li>• complaints procedures</li> </ul> </li> <li>• The constitutional arrangements set out the role of members, committees and officers</li> </ul>		
<p><b>B. Member Development</b></p>	<p><b>Requirement</b></p>	<p><b>Authority Approach and Actions.</b></p>	<p><b>Sources of Information</b></p>

<p><b>1. A Member Learning and Development Strategy has been adopted.</b></p>	<p>A local Member Development Strategy is in place. The Strategy sets out the approach that the authority takes to member development. It includes:</p> <ul style="list-style-type: none"> <li>• a commitment to undertaking development needs analyses which identify the local and national, collective and individual development needs of all members</li> <li>• a commitment to creating personal support plans for members within 6 months of their Charter submission</li> <li>• a commitment to responding to the development needs of members of Fire and Rescue Authorities identified in their personal support and development interviews</li> </ul>		
<p><b>2. A development programme for members is in place with a mechanism for its annual review.</b></p>	<p>An annual development programme informed by the member development strategy is in place.</p>		
<p><b>3. Members are informed of their role and responsibilities.</b></p>	<p>All new or returning members are provided with a programme of induction specific to Fire and Rescue Authorities.</p>		

<p><b>4. Development activities are appropriate.</b></p>	<p>Learning activities are provided in appropriate styles and settings based on identified learning needs and styles of the individuals and teams</p>		
<p><b>5. There is a clear responsibility for leading the programme, driving the strategy and monitoring the out comes.</b></p>	<p>A member support and development "champion" and member development working group made up of members and officers is in place to sponsor the strategy and programme.</p>		
<p><b>6. Resources are identified and provided for member development within the Charter framework.</b></p>	<p>Dedicated resources are identified and provided for member development activities as defined within the Charter.</p>		
<p><b>7. All members are made aware of, guided to, and are able to access the development activities equally.</b></p>	<ul style="list-style-type: none"> <li>• the annual development programme is planned and publicised in advance</li> <li>• individual members and teams are encouraged to attend particular activities</li> <li>• the timings and settings of activities are varied to enable equal access by all, including those members who are working, are carers or have child care responsibilities</li> </ul>		
<p><b>8. The development provided is of a sufficiently high quality.</b></p>	<p>The authority has a systematic and effective approach to commissioning, developing,</p>		

	providing and evaluating its training and development activities.		
<b>9. Members make a commitment to participate in the mutually agreed number of activities per year.</b>	<ul style="list-style-type: none"> <li>members agree to participate in a certain amount of development per year according to their role, needs and experience</li> <li>every member will participate in some activities but the overall quantity will vary</li> </ul>		
<b>10. The authority and members work together to create an environment of learning and development.</b>	It is widely understood that it is a members 'right' and responsibility to receive the essential development that they need.		
<b>11. Members are offered the opportunity to be mentored by member peers.</b>	The authority is exploring the needs of members to be mentored.		
<b>C. Member Support services</b>	<b>Requirement</b>	<b>Authority Approach and Actions.</b>	<b>Sources of Information</b>
<b>1. Officer support is provided for all the member functions.</b>	Every member committee, panel, forum etc. has officer support provided.		



<b>D. Member Facilities</b>	<b>Requirement</b>	<b>Authority Approach and Actions.</b>	<b>Sources of Information</b>
<p><b>1. All members are provided with adequate access to ICT.</b></p>	<ul style="list-style-type: none"> <li>• hardware, 'office' packages, the Internet and email are available for all members</li> <li>• authority personnel forward email to members as required</li> </ul>		
<p><b>2. Library and Internet facilities are provided</b></p>	<p>A Library of hard copy and/or electronic information dedicated to member needs is provided as part of the information and research support.</p>		
<p><b>3. A location and facilities where members can work in privacy, undisturbed by the authority is provided.</b></p>	<ul style="list-style-type: none"> <li>• members have access to group meeting spaces, other than rooms set aside for committee meetings when required</li> <li>• members have access to small interview rooms on request</li> </ul>		
<p><b>4. Telephony services.</b></p>	<ul style="list-style-type: none"> <li>• call referral and handling is provided to members by authority personnel</li> </ul>		