

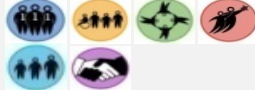

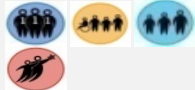





# **MEMBER TRAINING & DEVELOPMENT PROGRAMME 2017/18**



## MEMBERS DEVELOPMENT PROGRAMME 2017/2018

DATE	EVENT	SUBJECT	OBJECTIVE	NOTES	LINK TO CORE VALUES
<b>2017</b>					
14 June	Induction Session 1	Core Functions of the Fire Authority Fire Authority Constitution Induction Pack Briefing on CFA Annual meeting	To provide an overview of the roles and responsibilities of the Fire Authority and to brief new Members in preparation for the annual Fire Authority meeting.	For New Members (Existing Member reps to be invited)	
21 June	Induction Session 2	Welcome and Overview of Cheshire Introduction to the Authority's Corporate Planning Process and Five Year Strategy Tour of HQ	On rise of CFA AGM: To provide an overview of the organisation and the Authority for New Members and set the scene for the first Members Planning Day session.	For New Members (Existing Member reps to be invited)	
7 July	Induction Session 3	Consultation and Integrated Risk Management Plan Update Overview of Service Delivery and Service Support	To set the scene for the Members Planning Day sessions and provide new Members with some background information on the Authority's structure.	For New Members	
14 July	Planning Day	IRMP 14 : Progress Update IRMP 15 : Development of proposals and budget considerations	To engage with Members on the development of the future direction of the Service	All Member event	

DATE	EVENT	SUBJECT	OBJECTIVE	NOTES	
8 Sept	Planning Day	IRMP 15: Development of Proposals	To engage with Members on the development of the future direction of the Service	All Member event	
20 Sept	Induction Session 4	Finance & Budget Setting National and Regional Overview	On rise of CFA To provide an overview of the Authority's financial arrangements and requirements and the national and regional structures in relation to Fire.	For New Members & Members who have identified training needs	
Oct-Dec	Core Modules	Equality & Diversity Update	To ensure that Members are kept updated with new legislation and changes to the Equality agenda within the Service.	All Member event	
10 Nov	Planning Day	Budget 2018/19 IRMP15	To engage with Members on the development of the future direction of the Service	All Member event	
November	Visit	Operational Training facilities and Incident Command Suite	To provide an overview of the Service's Training programme and in-house facilities	New Members (all Members to be invited)	
Various dates – to be confirmed	Visit	Attend Service Delivery Exercises and Impact Days – various locations	To raise awareness of the different scenarios which the Fire Service deal with and the measures in place in respect of the Services response to incidents.	All Members will be invited to attend an impact day in their local area	

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22 Nov	Induction Session 5	Equality & Diversity Policies and Procedures Risk Management	To provide an overview of E&D within the Fire Service and to ensure that Members are aware of their responsibilities in their new role & provide an overview of the Authority's risk management arrangements	For New Members	
<b>2018</b>					
12 Jan	Planning Day	Budget 18/19 IRMP15 Consultation Feedback	Financial and Strategic Priorities	All Member event	
Jan- Apr	Core Module	Health & Safety Environmental Awareness	To ensure that Members are kept updated with new legislation and changes to the H&S and Environmental agenda within the Service	All Member event	
Jan-Apr	Induction Session 6	Health & Safety Environmental Awareness	To provide an overview of Health & Safety in the Service and to ensure Members are aware of their responsibilities in their new role and gain an understanding of the Service's Environmental agenda	New Members	
Jan-Apr	Briefings	Roles/Functions of Departments Briefing sessions with assigned Officer buddy/relevant Head of Department Visit to North West Fire Control	To raise Members awareness of the roles and functions of the various departments within the organisation	New Members	

**KEY TO CORE VALUES**

<b>Delivering Our Promises</b>		<b>Aiming for Excellence</b>		<b>Promoting Equality and Diversity</b>
<b>Putting Customers First</b>		<b>Developing and Respecting Our People</b>		<b>Working Together</b>

**Other Events/Training Sessions available for 2017/18:**

**Fire Service College Visits:** Members who have not yet attended a Fire College visit and Members who have identified FSC day visit on their personal development plans will be invited to the next batch of Fire College weekends. Next series of Fire Service College visits are September 2017.

**Road Safety: Think Drive Survive Courses/Driver Engagement Days:** These road safety events are scheduled throughout the year and all Members are invited to attend as part of their own training/ development. The dates for 2017/18 courses are available on request and Members are asked to contact Democratic Services if they wish to attend one of the courses.

**Visit to Stations:** These can be arranged by contacting Democratic Services who will co-ordinate the visit for you.

<u>Training/Development from Personal Development Reviews :</u>	<u>Training/Development associated with Committees</u>
<p><b>To be added to MD programme for 2017/18:</b> Fire Service Reform: Understanding and preparing for the new Inspection regime Communications – Social Media training Generic IT skills – Ipads, access to intranet</p> <p><b><u>Training/Development associated with Member Champion Roles</u></b></p> <p>Pensions Board – Role and Responsibilities</p> <p>Note: Democratic Services will liaise directly with individual Members in respect of the delivery of training identified on the Personal Development Plans which will include national and regional training sessions where appropriate</p>	<p>Dates to be arranged as part of the Committee timetable where possible.</p> <p><b>Governance and Constitution Committee</b> Seminar                      Corporate Governance issues</p> <p><b>Performance &amp; Overview Committee</b> Seminar                      Scrutiny Role</p> <p><b>Brigade Manager Pay and Performance Committee</b> Briefings                      Appraisal System – Cheshire Fire                                          Recruitment &amp; Selection Processes                                          (held prior to meetings, as required)</p> <p><b>Joint Consultative Committee</b> Briefings                      Role of JCC                                          Trade Union Protocol                                          (held prior to meetings, as required)</p>