





















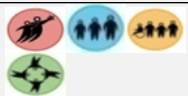

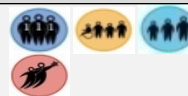
Appendix 1 to Item 8  
Fire Authority  
12 December 2018






# **MEMBER DEVELOPMENT PROGRAMME 2018/19**










## **MEMBERS DEVELOPMENT PROGRAMME** **2018/2019**

DATE	EVENT	SUBJECT	OBJECTIVE	NOTES	LINK TO CORE VALUES
<b>2018</b>					
1 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 Independent Members	  
13 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	  
20 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 invited to attend)	  
13 July	Planning Day	Overview of CFRS and explanation of the IRMP including timescales for consultation and reporting	To engage with Members on the development of the future direction of the Service	All Member event 20 Members in attendance	     

DATE	EVENT	SUBJECT	OBJECTIVE	NOTES	LINK TO CORE VALUES
28 August	Visit	Safety Central Learning Centre	To visit the purpose built facility dedicated to public safety – to learn how to stay safe by experiencing a range of hazards in realistic learning zones that simulate the environments in which injury and harm are most likely to occur	All Member event 3 Members in attendance	
5 Sept	Induction Session 3	Risk Management	On the rise of the Performance and Overview Committee. To provide an overview of the Risk Management Structure	All Member event 11 Members in attendance	
7 Sept	Planning Day	Overview of CFRS in context and envisaging the future moving forward	To refine the action plan for IRMP 16 2019/2020 and to agree Bold Initiatives and Whole Service Review parameters	All Member event 18 Members in attendance	
12 Sept & 11 October	Visit	North West Fire Control	To visit North West Fire Control including a presentation on the work undertaken, demonstration and tour of the building	All Member event 9 Members in attendance in September 3 Members in attendance in October	
19 September	Induction Session 4	Finance: Budget Setting and Treasury Management	On the 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.	All Member event 9 Members in attendance	
3 October	Visit	A Day in the Life of a Firefighter	To include both a practical and hands-on experience of:- - Breathing Apparatus - Road Traffic Collision - Incident Command	All Member event 9 Members in attendance	

5 November	Staff Event	Step-up Development Programme	'Lunch Launch' including International Guest Speaker Guest Speaker cancelled on the day	All Member event 2 Members in attendance	
DATE	EVENT	SUBJECT	OBJECTIVE	NOTES	LINK TO CORE VALUES
9 November	Planning Day	Budget 2019/20 IRMP 16	To provide an update on the IRMP Consultation and Budget Update	All Member event 21 Members in attendance	
17 December	IT	Microsoft Excel Induction Course	At the end of this course you will be able to: Get started with Excel 2013 Create a basic worksheet Modify a workbook Use formulas and functions Format an Excel worksheet Manage worksheets and workbooks Set up printing options	All Member invited to attend	
<b>2019</b>					
11 January	Planning Day	Budget 2019/20 IRMP16 Consultation Feedback	Presentation on the Medium Term Financial Plan including business cases and budget bids for growth and efficiency items. Draft Capital programme and reserve position and IRMP Update	All Member event	
12 February	LGA	Diversity and Inclusion	To promote inclusivity and the recruitment, retention and development of a diverse workforce within fire and rescue services	All Member event	
February (date to be confirmed)	Induction Session 5	Social Media	To provide a refresh of the Social Media Policy and how Social Media is used to communicate with the local communities	All Member event	

March (date to be confirmed)	Induction Session 6	Generic IT skills	To provide a refresh of the generic IT skills	All Member event	
<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 2018/19:

**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 in 2019

**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 2018/19 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 included in the MD programme for 2018/19 (brought forward from 2017/18):</b></p> <p>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 (Taken Place 13 November 2018)</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>

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

**Joint Consultative Committee**

Briefings

Role of JCC

Trade Union Protocol

(held prior to meetings, as required)