

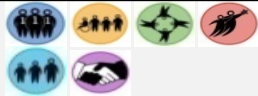

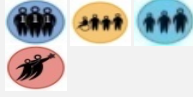





# **MEMBER TRAINING & DEVELOPMENT PROGRAMME 2016/17**



## **MEMBERS DEVELOPMENT PROGRAMME** **2016/2017**

DATE	EVENT	SUBJECT	OBJECTIVE	NOTES	LINK TO CORE VALUES
<b>2016</b>					
9 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)	
16 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)	
24 June	Planning Day	IRMP 13 : Progress Update IRMP 14 : Development of proposals and budget considerations	To engage with Members on the development of the future direction of the Service	All Member event	
June-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 (Existing Members to be invited)	
9 July	Planning Day	IRMP 13 : Progress Update IRMP 14 : 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	
9 Sept	Planning Day	IRMP 14: Development of Proposals	To engage with Members on the development of the future direction of the Service	All Member event	
21 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 Module	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	
11 Nov	Planning Day	Budget 2017/18 IRMP14	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)	
Check dates	Visit	Observe Cluster Exercises – 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 exercise in their local area	

DATE	EVENT	SUBJECT	OBJECTIVE	NOTES	
23 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 To provide an overview of the Authority's risk management arrangements	For New Members	
<b>2017</b>					
13 Jan	Planning Day	Budget 17/18 IRMP14 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.	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 2016/17:**

**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 3-4 and 24-25 September.

**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 2016/17 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.

<p><b><u>Training/Development from Personal Development Reviews :</u></b> 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: <b>Station Management Structures</b> – Session to be held at each UPG meeting. <b>ICT/Intranet Training</b> – Session to be held on rise of June/July Members Planning Day to include overview of the new committee management system. <b>BLC Communications</b>– Regular updates scheduled for Committee and Members Planning Days, as appropriate.</p> <p><b><u>Training/Development associated with Member Champion Roles</u></b></p> <p>Pensions Board – Role and Responsibilities</p> <p>Note: Training for other Member Champion roles to be determined following appointments in June 2016</p>	<p><b><u>Training/Development associated with Committees</u></b> Dates to be arranged as part of the Committee timetable where possible.</p> <p><b>Policy Committee</b> Training                      Financial Regulations - carried out as part of Closure of Accts Committee meeting</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>
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