

Member Development

Report of the Chief Fire Officer

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260201 or Louise McKenzie, Assistant Chief Officer on 01743 260280.

1 Purpose of Report

This report details the progress in the area of Member development and proposes next steps for future development activity.

2 Recommendations

The Fire Authority is asked to agree the proposed next steps as outlined at paragraph 5 of the report:

- a) It is proposed that each new Member should be offered a development review meeting when committee membership has been determined;
- b) It is proposed that all Members should be offered the opportunity of a development review update meeting; and
- c) It is proposed that the Members Training Session scheduled for 17 October 2007 (pm) takes place at Telford Central and provides Members with the opportunity to meet operational and training staff and be introduced to some of equipment used by our firefighters.

3 Background

At the meeting of the Fire Authority on 10 May 2006 the Member Development Implementation Plan was agreed. Member development reviews commenced in July 2006 and were completed in October 2006. The reviews were voluntary and in 2006 of 19 Members, 16 Members requested and completed reviews. After their individual review each Member was supplied with a copy of their own development plan highlighting areas for future development as agreed at the meeting for their reference.

As a result of the reviews undertaken an anonymous summary of the identified needs arising was compiled. This summary was collated into a



Member Development Plan which showed the areas where development activity was to be targeted.

In November 2006, as well as agreeing the development plan, the following actions were agreed by HR Committee and subsequently ratified by the Fire Authority at its meeting in December 2006:

- a) A Members Seminar is arranged for early 2007 to provide high level input to Members on some of the common areas of identified need.
- b) Further ½ day sessions are booked in advance throughout the year to enable forward planning of development activity.
- c) Where practicable pre-meeting or post-meeting sessions could also be arranged for specific topics.
- d) That the Development Review process for Members be repeated in 2007.

Budget provision for Member Development was agreed as £3000 per annum. This has and will be used to fund external trainers and venue costs as appropriate.

4 Progress against the agreed actions

Agreed Action	Progress
A Members Seminar is arranged for early 2007 to provide high level input to Members on some of the common areas of identified need.	Full day Member Conference held on 30 May 2007. (14 Members attended)
Further ½ day sessions are booked in advance throughout the year to enable forward planning of development activity.	Half day session on Budget Scrutiny run by CIPFA was held in October 2006 Health Panel Member Training was held in November 2006
Where practicable pre-meeting or post-meeting sessions could also be arranged for specific topics.	Training for specific committees has occurred and several Members have had one-to-one sessions on specific topics.
That the Development Review process for Members be repeated in 2007	To be planned (see 5 below)

5 Proposed next steps

- a) **New Members**
Since the last development review process several new Members have joined the Fire Authority. It is proposed that each new Member should receive the opportunity to have a development review meeting when



committee membership is determined so that appropriate development needs can be identified.

b) Next round of Member Development Reviews

It is proposed that all Members should be offered the opportunity of a development review update meeting with Assistant Chief Officer Louise McKenzie at Brigade Headquarters between August and October 2007.

c) Members training day in October

It is proposed that the Members Training Day scheduled for 17 October 2007 (pm) takes place at Telford Central and provides Members with the opportunity to meet operational and training staff and be introduced to some of equipment used by our firefighters.

6 Financial Implications

There are no direct financial implications arising from this report. There is a budget of £3000 per annum for Member Development and it is expected that any training need arising will be met from within that budget.

7 Legal Comment

There are no direct legal implications arising from this report.

8 Equality Impact Assessment

An Initial Equality Impact Assessment has been completed and is attached to this report.

9 Appendices

There are no appendices attached to this report.

10 Background Papers

There are no background papers associated with this report.



Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity	*	Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial		Staff	
Fire Control/Fire Link		Strategic Planning	*
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*





Shropshire Fire & Rescue Service EQIA number

Initial Equality Impact Assessment Form

Directorate	Human Resources, Training and Development	Department/Section	Human Resources, Training and Development
Name of officer	Louise McKenzie	Job title	Assistant Chief Officer
Name of Policy/Service to be assessed	Member Development	Date of assessment	2 nd July 2007
New or existing policy	N		

1. Briefly describe the aims, objectives and purpose of the policy/service	The Member development Review process aims to ensure that members identify their own development needs in communication with the organisation and that those can then prioritised and planned for.		
2. Are there any associated objectives of the policy/service?	That each member is offered the opportunity to complete a Development Review		
3. Who is intended to benefit from the policy/service and in what way?	Members, through targeted training leading to improved competence The Authority, through having informed and trained Members involved in decision making		
4. What outcomes are wanted from this policy/service?	Individual Member development reviews for all Members who request one. A Member Development Plan		
5. Who are the main stakeholders in relation to the policy/service?	Members		
6. Who implements the policy/service and who is responsible for this?	The Assistant Chief Officer will implement the process and the Assistant Chief Officer and the Chief Fire Officer are responsible for this.		
7. Are there any concerns that this policy/service could have a differential impact on the following groups and what existing evidence do you have for this? Yes or No, please detail in boxes below.			
8. Age		N	
9. Disability	Y		Access to reviews/learning will be adjusted to accommodate needs
10. Gender		N	



11. Race		N	
12. Religion or belief		N	
13. Sexual orientation		N	
14. Dependant/caring responsibilities	Y		May have some impact on caring responsibilities depending on timing and duration of training/learning events. We will try to counter these by planning them as far as possible in advance
15. Could the differential impact identified in 7-14 amount to there being the potential for adverse impact in this policy/service?		N	Please detail
16. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or another reason?		N	Please explain for each, equality heading on a separate piece of paper.
17. Have you consulted those who are likely to be affected by the policy/service?	Y		Members of the Combined Fire Authority
18. Should the policy proceed to a full impact assessment?		N	Please detail
19. Date by which full impact assessment to be completed	n/a		
20. Reason for non completion	n/a		

I am satisfied that this policy has been successfully impact assessed.

I understand the Impact Assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Signed: (Assessing person)	Louise McKenzie	Date:	02/07/07
Signed: (Line Manager)		Date:	
Please note that this impact assessment will be scrutinised by the E&D Officer			

