

Member Development Plan 2007/08

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

To seek the formal approval by the Human Resources Committee of the attached Member Development Plan.

2 Recommendations

That Human Resources Committee approve:

- a) The areas constituting the Member Development Plan for 2007/08;
- b) That half-day sessions are booked in advance throughout 2008 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 2008; and
- e) That recommendations are made to the Fire Authority accordingly.

3 Background

This is the second annual Member Development Plan and Member Development Reviews took place over August to October 2007.

The reviews are voluntary and 10 Members took up the opportunity of having a review, two less than last year. After their individual review each Member was supplied with a copy of their own development plan, as agreed at the meeting, for their reference.

As a result of the reviews an anonymous summary of the identified need arising has been produced and is attached to this report, detailing the level of



need and the Development Plan in terms of how that need may be met over the period to the end of March 2008.

4 Report Detail

In response to the Member Development Plan for 2006/07 several training/briefing events were held, including Budget Scrutiny training provided by the Chartered Institute of Public Finance and Accountancy (CIPFA), a Members' Conference, one-to-one sessions with officers to meet individual need and an operational participative session at Telford Training Centre.

Analysis of the need identified in 2006/07 compared with provision shows that overall 42% of identified training need was met, the delivery focussed on high and medium level needs and the budget was not over-spent.

For the coming year we plan to try to work more closely with Shropshire County Council and Telford & Wrekin Council and to share provision to meet commonly identified need, e.g. in IT and media training. It is also proposed that:

- a) Members agree the areas constituting the Member Development Plan for 2007/08 (attached to this report);
- b) Half-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; and
- d) That the Development Review process for Members be repeated in 2008.

5 Financial Implications

Budget provision for Member Development is £3,000 per annum. This will be used for external trainer and venue costs as appropriate. There are no additional financial implications arising from this report

6 Legal Comment

There are no direct legal implications arising from this report.

7 Equality Impact Assessment

An Equality Impact Assessment is attached to this report.

8 Appendix

Member Development Plan



9 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	Hr, Training and Development	Department/Section	
Name of officer	Louise McKenzie	Job title	Assistant Chief Officer
Name of Policy/Service to be assessed	Member Development Plan	Date of assessment	16 th November 2007
New or existing policy	N / E		

1. Briefly describe the aims, objectives and purpose of the policy/service	To provide targeted development to Members of the Combined Fire Authority in response to identified training need.		
2. Are there any associated objectives of the policy/service?			
3. Who is intended to benefit from the policy/service and in what way?	Members of the Combined Fire Authority through being better equipped to perform their role in governing the Service		
4. What outcomes are wanted from this policy/service?	Competent, confident and informed Members of the Combined Fire Authority		
5. Who are the main stakeholders in relation to the policy/service?	The Combined Fire Authority, staff and the public of Shropshire		
6. Who implements the policy/service and who is responsible for this?	The Assistant Chief Officer is responsible for the implementation of the Member Development Plan		
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	Y	N	
9. Disability	Y	N	
10. Gender	Y	N	



11. Race	Y	N	
12. Religion or belief	Y	N	
13. Sexual orientation	Y	N	
14. Dependant/caring responsibilities	Y	N	Potential for issues of accessibility for those with caring responsibilities but sessions will be programmed within usual meeting timeframes and reasonable adjustment will be made where possible
15. Could the differential impact identified in 7-14 amount to there being the potential for adverse impact in this policy/service?	Y	N	Please detail
16. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group or another reason?	Y	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	N	List those groups/individuals that have been consulted.
18. Should the policy proceed to a full impact assessment?	Y	N	Please detail
19. Date by which full impact assessment to be completed			
20. Reason for non completion			

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:	16/11/07
Signed: (Line Manager)		Date:	
Please note that this impact assessment will be scrutinised by the E&D Officer			



SHROPSHIRE AND WREKIN FIRE AUTHORITY

MEMBER DEVELOPMENT PLAN 2007/08

This Development Plan focuses on areas identified during the 2007/08 process as being the greatest need by the most Members.

In identifying the areas of need, account has been taken of the size of Committees and so, where a high proportion of Members of a specific committee have indicated they have a development need (medium or high), this has been included in the Plan.

The delivery plan will be completed as events are agreed and arranged.

Means of Delivery

Within the Development Plan you will note that 'I' or 'E' has been used to identify when the delivery will be 'Internal' (provided by officers) or 'External' (bought in).

The proposal for 2007/08 is that:

1. A ½ day training session is diarised to follow the Special Fire Authority meeting on 11 January to provide high level input to Members on some of the common areas of identified need;
2. Further ½ day sessions are booked in advance throughout the year to enable forward planning of development activity; and
3. Where practicable, pre-meeting or post-meeting sessions could also be arranged for topics targeted at specific Committees.

Budget

The budget provision for Member development is £3,000 per annum. This is used to procure external development. Where possible, duplication with Members individual authority's development activity is avoided.



SHROPSHIRE AND WREKIN FIRE AUTHORITY

MEMBER TRAINING AND DEVELOPMENT QUESTIONNAIRE COLLATION 2007/08

Skill / Knowledge	Development Need Medium Priority	Development Need High Priority	TOTAL	Means of Delivery	Proposal to meet need
Budget setting and budgetary process	5	0	5	E	Budgets/budget scrutiny training
Analysing complex information	3	2	5	E	To discuss running joint training with constituent authorities
Evaluating options to improve services	2	2	4	E	
Making contributions in meetings	1	0	1	NA	/
Expressing concerns	1	0	1	NA	/
Decision making	2	0	2	E	To discuss running joint training with constituent authorities
Actively contributing to policy formation	3	1	4	E	
Presenting a positive image of the Fire Authority	2	1	3	E	
Equality and diversity	0	1	1	E/I	Member seminar
Ethics and standards, including Code of Conduct	0	1	1	E	With constituent authorities
Internet and email	4	2	6	E/I	With constituent authorities
Overview of key issues	5	0	5	I	Member seminar
Treasury management	4	2	6	I	Member seminar
Fire Authority funding	1	0	1	NA	/



Statement on Internal Control	5	1	6	I	Pre-meeting training
Monitoring financial information	2	0	2	E	Budgets/budget scrutiny training
Asset management and procurement strategies	6	0	6	I	Member seminar
Best Value	2	1	3	I	Member seminar
Monitoring performance	2	1	3	E	To be confirmed
Comprehensive Performance Assessment	2	1	3	I	Member seminar
Code of Corporate Governance	2	1	3	E	To be confirmed
Integrated Personal Development System	3	0	3	I	Member seminar
Grievance Procedure	1	1	2	I	Pre-committee briefing
Conditions of Service	1	1	2	I	Pre-committee briefing
Local determination procedures	0	1	1	I	Pre-committee briefing
Health Panel procedures	2	1	3	I	Pre-committee briefing
Firefighters' Pension Scheme	<u>3</u>	1	4	E	To be confirmed
Ill-health retirement legislation	3	1	4	E	
Disciplinary Policy and Procedures	0	0	0	NA	/
Integrated Risk Management Planning	1	1	2	NA	/
Chairing meetings	1	1	2	NA	/
Interview skills	2	0	2	E	To be confirmed



Conducting personal development reviews	1	0	1	E	Completed
Developing positive relationships with officers	0	0	0	NA	/
Dealing with the media	3	0	3	E	With constituent authorities
Vision, Mission, Core Values, Strategic Aims, Corporate Objectives and Service Objectives	2	2	4	I	Member seminar
Community fire safety	2	1	3	I	Member seminar
Organisation structure	3	2	5	I	Member seminar
Command structures	3	2	5	I	Member seminar
West Midlands Regional Management Board	3	1	4	I	Member seminar
Regional Fire Control	3	2	5	I	Member seminar
New Dimension The Government's co-ordinated response to terrorism	3	3	6	I	Member seminar

Key

NA	Not applicable – insufficient numbers at this stage*
E	External provider required
I	Internal provision available

*either low priority need overall or not particularly required for any individual committee