

REPORT OF THE CHIEF FIRE OFFICER

MEMBER DEVELOPMENT PLAN 2006-07

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 2006-07;
- b) A Members' Seminar is arranged for early 2007 to provide high level input to Members on some of the common areas of identified need;
- c) Further ½ day sessions are booked in advance throughout the year to enable forward planning of development activity;
- d) Where practicable, pre-meeting or post-meeting sessions could also be arranged for specific topics; and
- e) That the Development Review process for Members be repeated in 2007.

3 Background

At the meeting of the Fire Authority on 10 May 2006 the Member Development Implementation Plan was agreed and Member development reviews commenced in July this year. The reviews are voluntary and, at the time of writing, of eighteen Members (this figure includes the two Independent Members of the Standards Committee), twelve reviews have been completed and a further three are planned.

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 undertaken to date it has been possible to compile an anonymous summary of the identified need arising. This summary has been further developed into the proposed Member Development Plan, which shows the areas where it is proposed we target development activity for the period to the end of March 2007. The Plan is attached for reference as an appendix.



4 Report Detail

Members were concerned about the amount of officer time that the process may require. On average, each review lasts 40 minutes, with an additional 20 minutes of preparation and 30 minutes to write up the resulting development plan.

With 15 reviews already undertaken or planned, the total time allocation by the ACO is 22.5 hours.

The next phase of this work requires planning the delivery of the highest defined needs initially and this will also require input from training administration staff.

In identifying the components of the Development Plan (see appendix) those areas of the development review where most Members had indicated the highest level of need were selected. For example, one training event on 'Budget Scrutiny' has already been arranged to fit in both with the need identified to date and the current budget round.

The proposals for 2006-07 are that:

- a) Members agree the areas constituting the Member Development Plan for 2006-07;
- b) A Members' Seminar is arranged for early 2007 to provide high level input to Members on some of the common areas of identified need;
- c) Further ½ day sessions are booked in advance throughout the year to enable forward planning of development activity;
- d) Where practicable, pre-meeting or post-meeting sessions could also be arranged for specific topics; and
- e) That the Development Review process for Members be repeated in 2007.

Budget provision for Member Development is £3,000 per annum. This will be used for external trainer and venue costs, as appropriate.

5 Financial Implications

There are no direct financial implications other than those outlined in the report.

6 Legal Comment

There are no legal implications arising directly from this report.

7 Appendices

Member Development Plan

8 Background Papers

Shropshire and Wrekin Fire Authority 10 May 2006 Minutes of meeting



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.

Balance Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	
Capacity	*	Member Involvement	*
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment	*	Operational Assurance	
Equality and Diversity	*	Retained	
Efficiency Savings		Risk and Insurance	
Environmental		Staff	
Financial	*	Strategic Planning	*
Fire Control/Fire Link		West Midlands Regional Management Board	

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



SHROPSHIRE AND WREKIN FIRE AUTHORITY

MEMBER DEVELOPMENT PLAN 2006/07

This Development Plan focuses on areas identified during the 2006-07 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, 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 2006-07 is that:

1. A Members' Seminar is arranged for early 2007 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 specific topics.

Budget

The Budget Provision for Member development is £3,000.00 per annum. It is intended that this is used to procure external development and that, where possible, duplication with Members individual authority's development activity is avoided.



SHROPSHIRE AND WREKIN FIRE AUTHORITY

MEMBER TRAINING AND DEVELOPMENT QUESTIONNAIRE COLLATION 2006/07

Skill / Knowledge	Development Need Medium Priority	Development Need High Priority	TOTAL	Means of Delivery	Proposal to meet need
Budget setting and budgetary process	8	3	11	E	Budget Scrutiny course
Analysing complex information	5	3	8	E	Budget Scrutiny course
Evaluating options to improve services	6	2	8	E	TBC
Making contributions in meetings	2	1	3	NA	/
Expressing concerns	2	1	3	NA	/
Decision making	1	1	2	NA	/
Actively contributing to policy formation	2	2	4	NA	/
Presenting a positive image of the Fire Authority	4	1	5	E	Media training ½ day
Equality and diversity	6	1	7	I	Members' Seminar
Ethics and standards, including Code of Conduct	2	2	4	E	Constituent Authority
Internet and email	4	3	7	I	Constituent Authority/ Associate Trainer
Overview of key issues	5	2	7	I	Members' Seminar
Treasury Management	8	4	12	E	Budget Scrutiny course



Fire Authority funding	4	2	6	E	Budget Scrutiny course
Statement on Internal Control	8	2	10	I	Members' Seminar
Monitoring financial information	6	1	7	E	Budget Scrutiny course
Asset management and procurement strategies	6	0	6	I	Members' Seminar
Best Value	3	1	4	NA	/
Monitoring performance	5	1	6	E	TBC
Comprehensive Performance Assessment	4	3	7	E	TBC
Code of Corporate Governance	3	2	5	E	TBC
Integrated Personal Development System	5	2	7	I	Session TBC
Grievance Procedure	5	1	6	I	Session TBC
Conditions of Service	6	2	8	I	Session TBC
Local determination procedures	1	2	3	I	TBC
Health Panel procedures	3	2	5	I	Session on 19 October
Firefighters' Pension Scheme	5	3	8	E	Members' Seminar
Ill-health retirement legislation	3	2	5	I	Session TBC
Disciplinary Policy and Procedures	3	1	4	E	TBC
Integrated Risk Management Planning	3	1	4	I	TBC
Chairing meetings	4	0	4	NA	/



Interview skills	4	1	5	NA	/
Conducting personal development reviews	4	0	4	NA	/
Developing positive relationships with officers	2	0	2	NA	/
Dealing with the media	5	1	6	E	Media training ½ day
Vision, Mission, Core Values, Strategic Aims, Corporate Objectives and Service Objectives	2	3	5	I	Members' Seminar
Community fire safety	5	2	7	I	TBC
Organisation structure	8	3	11	I	Members' Seminar
Command structures	7	4	11	I	Members' Seminar
West Midlands Regional Management Board	4	2	6	I	TBC
Regional Fire Control	5	1	6	I	TBC
New Dimension The Government's co-ordinated response to terrorism	5	2	7	I	TBC

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