

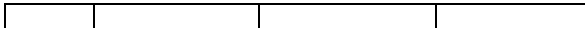
**Merseyside Fire and Rescue Authority  
Members Development Programme  
2010 - 2013**

Year	Nature of Event	Specific Audience (though All Members are invited to attend all Training)	Topic	Priority (1 High, 2 Medium, 3 lowe)	Provider	Reason	Anticipated Outcome	Date of Event	Evaluation Feedback	Results / Benefits
	Induction	New Members (Elected and Independent)	Welcome, Introduction, Meet Key Officers. Induction packs of information. Tour of SHQ intro.	1	Internal - The Chair of the Authority, Member Liaison & Support Manager, The Monitoring Officer, Director of Strat & Member Development, Committee Services and Principal Officers	Core knowledge requirement	New Members to become acquainted with Key Officers whom they will have main contact with. Be provided with essential paperwork for completion and Members handbook to get to know fellow Members faces. Informal atmospher putting New Members at ease and able ask any questions.			
Annually	Induction / All Members Required	All Members	Code Of Conduct	1	Internal - Monitoring Officer	Core knowledge requirement	All Members to be Aware of the Code of Conduct by which they must abide. Members are required to sign a declaration that they will abide by the Code within 28 days of being appointed to the Authority, therefore it is a requirement by Standards Of England that All Member receive the training			
Annually	Induction	All Designated Chairs & Alternates	Chairing Skills	1	External & Internal - NW Employers and Monitoring Officer	Core knowledge requirement	To ensure all Members apointed as Chairs are confident and competent within their role as Chair /Vice Chair or Alternat Chair			
2010	Induction /Learning Lunch	New Members	Structure, Roles and Duty systems within MF&RS	2	Internal / Mike Pilkington & Glynis Lomax	Core knowledge	understanding of the structure and various work /shift patterns carried out by varied staff within the service - to assist Members when considering proposals and making decisions in relation to Posts/jobs/roles etc	01 July 2010		

Every 6 mths	Induction / 1/2 day events / Strategy / Learning Lunch	All Members (Charter) New Members, Community Protection Cttee & Scrutiny Panel Members	Community Engagement & Initiatives	2	Internal	Core Knowlesge / Charter Application	Raise awareness what the Community issues where/are/next steps - Members to consider what the community talk to them about - issues, changes etc.or What the community no longer talk to them about - what issues have gone away			
TBC	Learning Lunch	Consultation & Negotiation Panel Members	Employee Relations	2	Internal Principal Officers / Unions	topic speific	Raised awareness of industrial history of MF&RS. Issues settled, consiquences and lessons leasrnt			
Yearly	Induction / Refresher	New Members, Standards, Appointments and Appeals Committee Members	Green /Grey and other Book conditions of Service and Employment Law	2	Internal / Nick Mernock Director People & Organisational Development and Janet Henshaw Monitoring Officer & Director of Legal Services	Core Knowledge Employment Law Update – This was requested by several Members.	Understanding of the various Conditions of Service applicible to Employees and any relevant Employment Law changes			
Yearly	Learning Lunch / strategy day	All Members	Equality & Diversity	1	Internal Jayne Monkhouse-Strategic Equality Adviser	Core Knowledge	Understanding and awareness of current and changes to legislation, government acts and the authority Strategy			
Yearly	1/2 day	Appeals & Standards Board Members	Statistics – Greivance, Discipline, Complaints,		Weightmans and Internal	Core Knowledge - for Members appointed to Appeals Committee and Standards	Clear understanding for Members appointed to hear appeals/complaints - assisting decisions the most appropriate action/ decisions are made to protect the Authority against Tribunals etc.			

every 2 years	Link to all Policies, Procedures and Service Instructions. Possible Learning Lunch	general	Policies & Procedures – refresher	3	Internal - Policy Owner's	Internal An update on our Drug & Alcohol Policy and specifically how it is re-enforced	Refresher - all Policies and strategies are submitted to Authority for Approval - this training would simply be to inform and refresh Members knowledge with regard to what policies the Authority has. Specific queries or requests in relation to particular topics to be raised by Members to ML&S Manager for direction to Officer or possible Learning Lunch			
Annually	Presentation / Learning Lunch	New Members / Refresher	Employee Benefits: Statistics – Benefits –Medical catagories against sicknes figs.	3	Internal Director of POD / Occ Health Manager	Advise / Refresh Members of all the Employee Benefits the Authority Offers to Staff and the Affect that has had on the workforce / attendance figures etc				
As and When topics arise	Induction / Update	All Members	Subject Specific Operational Topics eg Specialist Teams - Water Rescue, Search & Rescue	1	Officer in charge	Request by New Member for more understanding on the role of Marine Rescue. Specialist team training and events are to include invitation to Members for their development and understanding of the roles.				
As and When	IRMP/Strategic Subject Specific	All Members	Subject Specific Plan Action Points / initiatives	TBC	Officer in Charge	Additional information as and when required in relation to initiatives				
Annually	Learning Lunch / strategy or Development day	All Members	Training provisions and oportunities for staff	2	Director of POD / TDA Manager	Member Development Group requested that Members be updated each year on the development of staff				
2 x per year	Strategy Days	All Members, Council Execs & Leaders, Unions Reps and Auditors	Strategic Vision and Planning	1	Principal Officers / subject reference holders	To enable Members to consider strategic projection of the Service and all aspects of the resources required to implement those strategies including setting the Budget and Financial plans.				
1 or 2 x per year	Development Days	All Members,	Finance/account s training	1	Internal - Treasurer & Director of Resources / external eg CIFA	To enable all Members to be confident in their ability to scrutinise the budget and financial plans.				

TBC	Development Day / Learning Lunches	All Members	Communications , Information Sharing, Portal, & IT	2	Director of ICT and Portal Lead Officer	To advise Members of the types of Communication, information sharing systems used, how to use and access the portal (when implemented) and to feel confident in manovering around the system. To provide IT training as and when required.				
Annually	Induction / Development Day	All Members	Legal Requirements	1	Monitoring Officer	To advise Members of any Legal requirements to which the Authority or service are to abide by. Legal responsibilities, changes in Legislation etc (requested by the Chair)				



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