

**Merseyside Fire and Rescue Authority  
Members Development Programme  
2013 - 2016**

Year	Nature of Event	Specific Audience (though All Members are invited to attend all Training)	Topic	Priority (1 High, 2 Medium, 3 low)	Provider	Reason	Anticipated Outcome	Date of Event	Evaluation Feedback	Results / Benefits	Summary of Feedback	Evaluation Comments Forwarded to Officers
2013/ Annually	Induction	New Members	Welcome, Tour of SHQ and Vesty Site, Meeting key Officers, Provided with Information	1	Internal - The Chair of the Authority Democratic Services Manager The Monitoring Officer/ Clerk To The Authority Democratic Services Principal Officers, POD Officer	Core knowledge requirement	<b>Provide new Members with the opportunity to:</b> familiarise themselves with the Authority, its Structure and other Appointed Members meet key Officers with whom they will have regular contact ask questions in an informal setting complete relevent documentation One-to-one will take place and PDP developed.	June (T.B.A)				
				2		To familiarise new Members (and other Members) of Work, Initiatives and Partnerships underway within their respective Districts. Visit key sites/ Stations within their Districts	Improve Members awareness of the wide range of work, initiatives and partnerships underway within Districts and the wider engagement and involvement of MFRS within the community.	June/ July/Sep (T.B.A)				
2013	Induction	New Members	District Visits		Internal - District Managers							
2013/ Annually	Mandatory Session - All Members Required	All Members	Legal Responsibilities	1	Internal - Clerk To The Authority	Core knowledge requirement	All Members to be aware of their legal responsibilities as an "employer" and the responsibilities of Public Authorities.	July (T.B.A)				
2013 / Annually	Induction	All Designated Chairs & Alternates	Chairing Skills	1	External & Internal - NW Employers and Monitoring Officer	Core knowledge requirement	To ensure all Members appointed as Chairs are confident and competent within their role as Chair /Vice Chair or Alternate Chair	July/ Sep (T.B.A)				
2013/ Annually	Mandatory Session - All Members Required. Half day event	All Members	Equality & Diversity and Equality Impact Assessments	1	Internal - E&D Officer	Core knowledge requirement	To ensure that all Members are aware of their responsibilities/ liabilities as an "Employer" under the Equality & Diversity Act 2010 and to make them aware of their responsibility to consider all Equality & Diversity Implications/ Equality Impact Assessments throughout the decision making process.	Sep (T.B.A)				
2013/ Annually	Learning Lunch	All Members (particularly Members of Performance & Scrutiny Committee)	Governance, Scrutiny & Accountability	2	Internal - Clerk To The Authority - Legal, Procurement And Democratic Services Department		To ensure that Members are aware of the need for the Authority to (i) be transparent and accountable to communities for their actions and decisions (ii) provide opportunities for the community to help plan local services through effective consultation and involvement (iii) have effective scrutiny arrangements in place (iv) provide assurance to communities and Government.					
Twice a Year	Strategy Days (July - General/ induction, Jan/ Feb - Budget)	All Members	General - Topic specific dependant upon current issues Budget - Focusing on budget related issues and options for setting a balanced budget	1	Internal	To provide Members with the opportunity to be updated on current issues and the opportunity to consider budget issues and options prior to setting the budget.	Members will be provided with knowledge around current issues and will have the opportunity to consider budget issues and possible budget options in detail, prior to setting the budget.	General - July (T.B.A) Budget - Jan/ Feb (T.B.A)				

Regular Each Year	Development Events/ Strategy Days/ Learning Lunches/ Presentations	All Members	Financial/ Budget Related Updates and Updates on Major Projects	1	Internal - DCE and other Officers as required.External i.e CIPFA as required.	To enable all Members to be confident in their ability to scrutinise the budget and financial plans and to ensure that they are fully updated in relation to the budget situation and current major projects, i.e PFI, Firefit Hub, JCC	All Members will be fully aware of the budget situation and the progress of major projects and will be in a position to robustly scrutinise the budget and financial plans.	Ongoing T.B.A					
Ongoing throughout the year	Station Visits	All Members	Station Visits	2	Internal - Operational Staff, Station Managers, Community Safety Managers	To provide Members with the opportunity to view Authority assets and engage with staff.	That the engagement between Authority Members and staff working on Stations and at other Authority locations, will lead to more open communication channels and will raise the profile of the Authority.	Ongoing T.B.A					
2013/ Annually	Audit Training	Members appointed to the Audit Sub-Committee (But useful for all Members)	The role of the Audit Sub-Committee	2	Internal Auditor	To ensure that Members are fully aware of the role of the Audit Sub-Committee in terms of monitoring the Authority's Audit arrangements, both internal and external.	That Members of the Audit Sub-Committee will be fully aware of the role of the Committee in monitoring the Authority's audit, risk management and corporate governance arrangements and approving the Statement of Accounts.	T.B.C following AGM					
Every 2 Years (dependant on Membership Changes)	Role Play Exercise - Mock Complaint	Members appointed to the Audit Sub-Committee (But useful for all Members)	The Role of the Audit Sub-Committee in Dealing With Allegations Made Under the Member Code Of Conduct	2	Internal - Clerk To The Authority	To familiarise Members of the Audit Sub-Committee of their role in dealing with allegations made under the Member Code Of Conduct Procedure.	To ensure that all Members of the Committee are aware of their role in considering allegations made under the Members Code of Conduct and ensure that they understand the relevant procedures.	T.B.C following AGM					
2013	Induction /Learning Lunch (or provided hard copy in Induction Packs dependant on number of new Members appointed)	New Members	Structure, Roles and Duty systems within MF&RS and Overview of Departments	2	Internal / Mike Pilkington & Glynis Lomax Department Heads	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						
Every 2 Years (dependant on Membership Changes)	Induction	New Members, Appointments and Appeals Committee Members	Conditions of Service and Employment Law		Internal / Nick Mernock Director People & Organisational Development and Janet Henshaw Monitoring Officer & Director of Legal, Procurement and Democratic Services	Core Knowledge	Understanding of the various Conditions of Service applicable to Employees and any relevant Employment Law changes	T.B.A (However if appeal hearing required can provide opportunity to go through Conditions of Service prior to the hearing)					
every 2 years	1/2 day	All Members (particularly New Members and Appeals Members)	Statistics – Greivance, Discipline, Complaints,		Internal, - Professional Standards	Core Knowledge - for Members appointed to Appeals Committee and Standards	Clear understanding for Members appointed to hear appeals/complaints - ensuring the most appropriate action/ decisions are made to protect the Authority against Tribunals etc.						
every 2 years (being reviewed January 2013)	Learning Lunch	New Members / Refresher	Employee Benefits/ Occupational Health Provision and Sickness Absence	3	Internal Nick Mernock / Paul Blanchard Flett/ Philomena Dwyer	To ensure all Members are aware of all the Employee Benefits the Authority Offers to Staff and the effect those benefits have had on staff and on sickness absence levels.	Members will be fully aware of the efforts the Authority make to support it's staff and ensure that the workforce is as healthy as possible. They will also be aware of the Authority's Absence Policy and Procedure and efforts made to effectively monitor employee absence.	To be scheduled later in 2013 - Task & Finish Group assigned to review current policies and procedures					

