



COMBINED FIRE AUTHORITY

12 JUNE 2017

MEMBER INDUCTION AND DEVELOPMENT PROGRAMME

REPORT OF HEAD OF CORPORATE RESOURCES

PURPOSE OF REPORT

1. The purpose of this report is to set out the proposed arrangements for the Combined Fire Authority (CFA) Member Induction and Training Programme.

BACKGROUND

2. The CFA provides members with an opportunity to shape the future direction of County Durham & Darlington Fire & Rescue Service (CDDFRS).
3. CDDFRS provides many services to local communities and it is important that CFA members fully understand their role and the complex legal and statutory framework that underpins the work of the Authority and the Service.
4. As part of the Members Development Programme (MDP), there is a requirement for new members to undertake an induction to ensure that they have the background knowledge and understanding to be able to undertake their role effectively.

MEMBER DEVELOPMENT PROGRAMME

5. The MDP is primarily focused on the statutory responsibilities of members and the specific requirements associated with the governance of the Fire Authority and its associated committees. The MDP also offers an insight into both the community and business safety services and the extensive emergency response capabilities provided by the Authority.
6. The content of the MDP is set out at Appendix A.
7. Each module of the MDP is categorised as either essential or desirable, dependent upon the role that members have whilst serving on the Authority.
8. In summary, the MDP comprises of the following 4 modules:
 - i. New member induction;
 - ii. CFA committees (a-d);
 - iii. Community & Business Safety services;
 - iv. Emergency Response capabilities.
9. It is proposed that individual members' training and development requirements will be considered at the initial new member induction.

PROPOSED NEW MEMBER INDUCTION

10. The first module of the MDP is designed to inform new members of the role and functions of the CFA, including its constitution, statutory responsibilities and governance arrangements and details the specific elements of the constitution that apply to the role members.
11. Delivered at Fire Service headquarters by the Chief Fire Officer and members of the Senior Leadership Team, it is anticipated that each induction module will last no more than approximately three hours.
12. The following date has been identified to provide the new member induction:

Friday 14th July 9.00 – 12.00 at Fire Service headquarters

CONFIRMATION OF ATTENDANCE AT THE INDUCTION

13. Members are asked to consider the date of the new member induction and to confirm their attendance with Janine Milburn via telephone (0191 375 5555) or email (pa@ddfir.gov.uk).
14. If members have any questions in relation to the induction they should contact the Communications and Governance Manager, Anna Wilkes via telephone 0191 375 5600.

RECORDING TRAINING AND DEVELOPMENT

15. All training and development undertaken as a member of County Durham and Darlington Fire Authority will be recorded against each members training and development record and constituent councils will be informed to ensure council records are kept up to date.

RECOMMENDATIONS

16. Members are requested to:
 - a. **note** the Member Training and Development Programme and that individual requirements will be discussed at the new members induction;
 - b. **note** the arrangements for the New Member Induction module;
 - c. **confirm** their availability for the induction date as set out in paragraph 12.