



HEREFORD & WORCESTER Fire and Rescue Authority

AGENDA

Policy and Resources Committee

Wednesday 23 January 2013
10.30 am

Conference Suites 1, 2 & 3
Headquarters,
2 Kings Court,
Charles Hastings Way,
Worcester
WR5 1JR

ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

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- 4 Never re-enter the building – **GET OUT STAY OUT**.

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

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WELCOME AND GUIDE TO TODAY’S MEETING. These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

Agenda Papers

Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

Chairman

The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

Officers

Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

The Business

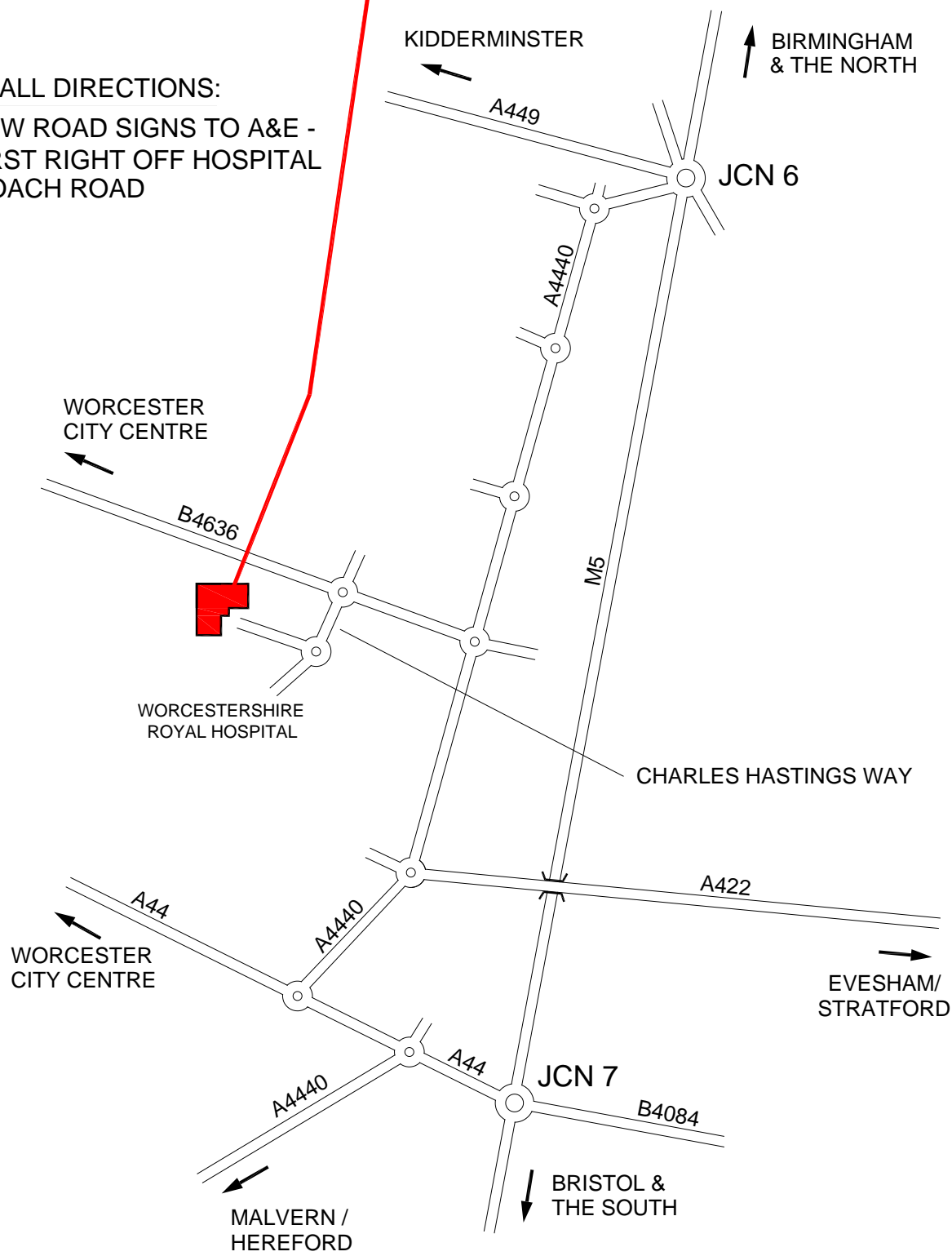
The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

Decisions

At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE
HEADQUARTERS
2 KINGS COURT
CHARLES HASTINGS WAY
WORCESTER. WR5 1JR
TEL: 0845 12 24454

FROM ALL DIRECTIONS:
FOLLOW ROAD SIGNS TO A&E -
HQ FIRST RIGHT OFF HOSPITAL
APPROACH ROAD



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Agenda

Councillors

Mr K Taylor (Chair), Mr G Yarranton (Vice-Chair), Mr T Bean, Mr B Bullock, Mrs M Bunker, Mr J Champion, Mrs L Eyre, Mr A Hardman, Brigadier P Jones CBE, Mrs M Lloyd-Hayes, Mrs J Potter, Mr D Prodger MBE, Mr D Taylor, Mr T Wells and Mr R Udall.

No.	Item	Pages
1.	Apologies for Absence To receive any apologies for absence.	
2.	Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3.	Declarations of Interests (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this agenda.	
4.	Confirmation of Minutes To confirm the minutes of the meeting held on 21 November 2012.	1 - 4
5.	Budget 2013/14 and Review of Medium Term Financial Plan (MTFP) To review the current position in relation to budgets for 2013/14 and beyond, and to make recommendations to the Fire and Rescue Authority. <i>(Report to follow)</i>	
6.	Development of Crewing Changes to Bromsgrove and Reduction in Watch Levels Across the Service To inform the Policy and Resources Committee of the progress towards the implementation of the changes to crewing and staffing at Bromsgrove Fire Station aligned to the 2011/12 Integrated Risk Management Plan (IRMP) Recommendation 4.	5 - 8
7.	Member Learning and Development Strategy To obtain views of the Committee with regard to a 3 year strategy to drive forward the learning and development of Authority Members.	9 - 16

8. Joint Consultative Committee Update

17 - 18

To inform the Policy and Resources Committee of the activities of the Joint Consultative Committee (JCC) since November 2012.

**Hereford & Worcester Fire and Rescue Authority
Policy and Resources Committee
21 November 2012**



Minutes

Members Present

Mr K Taylor (Chairman) Mr G Yarranton (Vice-Chairman)
Mr T Bean, Mr B Bullock, Mrs M Bunker, Mr J Campion, Mr A Hardman, Brigadier P Jones
CBE, Mrs M Lloyd-Hayes, Mrs J Potter, Mr D W Prodger MBE and Mr D Taylor.

No	Item
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1.	Apologies for Absence
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There were no apologies for absence.

2.	Named Substitutes
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No substitutes were appointed.

3.	Declaration of Interests (if any)
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The Chairman invited Members to declare any disclosable pecuniary, or other interests against any of the Agenda items and none were declared.

4.	Confirmation of Minutes
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RESOLVED that the Minutes of the meeting of the Policy and Resources Committee held on 5 September 2012 be confirmed as a correct record and signed by the Chairman.

5.	2012/2013 Budget Monitoring – 2nd Quarter
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A report was considered that informed the Policy and Resources Committee of the current position on budgets and expenditure for 2012/13.

The Treasurer advised Members that it was likely that an underspend of just under £700,000 would be attained. This had been achieved through savings made from whole-time salaries from the Integrated Risk Management Plan (IRMP) review last year and through budget holder savings.

RESOLVED that the Policy and Resources Committee note the contents of the report.

6.	Financial Prospects
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A report was considered that provided Members with a further update on developments on the funding position for 2013/14 and beyond.

The Treasurer presented the report and advised Members that the Authority would not receive details of its settlement until mid-December 2012 and thus it was difficult to predict the Authority's position until such details had been received.

The Authority had adopted a planning assumption of a 3.5% precept increase however the Government had announced a grant equal to 1% of precept if an authority were to freeze the precept again and the threshold for increase over and above what a referendum was required was now set at 2%. The change in precept increase would have a significant impact for the Authority as the precept represented two thirds of the Authority's funding.

In order to cover the costs of a referendum and deliver an additional useable resource of £0.5m, a precept increase of 6.2% would be required. Members were advised that due to the uncertainties regarding the Authority's financial settlement, detailed information and options to address the budget gap would be brought to them at a Budget Seminar to be held on 16 January 2013.

RESOLVED that the Policy and Resources Committee:

- (i) note the contents of the report; and**
- (ii) will recommend to the Authority a future planning assumption for the precept.**

7. The Fire and Rescue Authority Annual Plan 2012-13 Quarter 1 and 2 Performance Analysis

A report was considered that provided the Policy and Resources Committee with a summary of Quarter 1 and 2 performance against the Fire and Rescue Authority Plan 2012-13.

The report showed Quarter 1 and Quarter 2 in combination in order to give Members a better perspective of overall performance. There was now a tolerance approach to performance based on the previous three years performance.

The following points were highlighted:

- there had been a reduction in the total number of fires;
- there had been an increase in special services directly related to flooding incidents;
- there had been a reduction in false alarm calls;
- there had been a significant reduction in secondary fires;
- primary fires had reduced by 28%;
- there had been a slight increase in chimney fires;
- there had been a reduction in the number of domestic dwelling fires;
- there had been a slight reduction in attendance standards;
- there had been an increase in non-uniform sickness; and

- there had been a slight drop in availability of retained staff.

RESOLVED that the Policy and Resources Committee note the contents of the report.

8. Equality and Diversity Advisory Group

A report was considered that informed the Policy and Resources Committee of the key areas of discussion at the Equality and Diversity Advisory Group meeting held on 8 November 2012.

Members were advised that the Group had approved a number of equality objectives including:

- to embed equality impact assessments of all Service Policies into core business;
- appropriately target community engagement in response to available data;
- analyse recruitment and employment data for trends and take appropriate action; and
- to develop partnerships to promote equality.

Members were advised that training on equality and diversity would be rolled out to both Members and staff.

RESOLVED that the Policy and Resources Committee note the contents of the report.

9. Joint Consultative Committee Update

A report was considered that informed the Policy and Resources Committee of the activities of the Joint Consultative Committee (JCC) since September 2012.

Key items under discussion were the review of allowances and the part-time workers settlement.

New items for discussion included:

- timescales for disciplinary investigations;
- whole-time pumps riding with a crew of 4 rather than 5;
- amount of time spent by Crew and Watch Commanders implementing the resilience register;
- staff suggestion scheme; and
- car parking at Service Headquarters.
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RESOLVED that the Policy and Resources Committee note the contents of the report.

11.35 am Councillor A Hardman entered the meeting at this point.

10. Health and Safety Liaison Panel Update

A report was considered that updated the Policy and Resources Committee on the activities and items of significance from the Service's Health and Safety Liaison Panel.

The following points were highlighted:

- the injuries referred to in the report were mostly of a minor nature;
- during the last 12 months a large number of health and safety related training courses had been completed; and
- the Service was now using a new occupational health provider and a questionnaire was being circulated to staff to ensure that the working relationship was progressing as it should.

RESOLVED that the Policy and Resources Committee note the contents of the report.

The meeting concluded at 11.39 am

Signed: _____
Chairman

Date: _____

6. Development of Crewing Changes to Bromsgrove and Reduction in Watch Levels across the Service

Purpose of report

1. To inform the Policy and Resources Committee of progress towards the implementation of the changes to crewing, and staffing at Bromsgrove Fire Station, aligned to the 2011/12 Integrated Risk Management Plan (IRMP), Recommendation 4.

Recommendation

It is recommended that the Policy and Resources Committee note this Report.

Background

2. The 2011/12 IRMP Action Plan, Recommendation 4, approved by the Authority in June 2012, proposed reducing the number of wholetime (WT) staff at Bromsgrove Fire Station from 28 to 14 by introducing a new crewing model known as Day Crewing Plus (DCP). It was also agreed to reduce overall Watch numbers across the Service leading to the reduction of 18 additional posts at other Fire Stations.
3. This proposal will not only maintain the same level of operational response across the Service with less staff, but will realise annual revenue savings of circa £1m, when fully implemented. Staff will be reduced through natural loss (not redundancy) over the following years.
4. Bromsgrove was deemed suitable for the transition to this new crewing model due to its comparatively low call volume and levels of risk, especially at night.
5. At the Policy and Resources Committee on 7 June 2012 Members requested that a paper be brought back to this Committee to keep them informed of progress towards implementing the reduced watch numbers and the new DCP system at Bromsgrove.

Current Situation

6. Currently 11 of the 18 posts, identified through the watch size reductions across the Service, (excluding the DCP proposal) have been removed from the overall Service WT establishment since June 2012. It is anticipated that the remaining posts will be removed through natural loss within 2013.
7. Following Authority approval for the DCP crewing system at Bromsgrove, a Working Group was established. This group is chaired by the Area Commander, Head of Operations and consists of WT staff from Bromsgrove,

Service Delivery management representatives, the Fire Brigades Union (FBU), Retained staff and representatives from various support Departments.

8. Two main areas of debate for the Working Group in the early stages have been regarding the station facilities and accommodation, which are now largely resolved, and the terms, conditions and levels of remuneration for the new crewing system. The level of remuneration for the necessary additional on-call time provided by staff to facilitate this crewing system varies across the country. This allowance has now been nationally and legally determined as being pensionable. The Service has now concluded discussions with the Working Group and trade union regarding the level of allowance and has not reached agreement in the matter. The Service is offering a 25% pensionable allowance, against the desired 27% requested by the trade union and employees. 27% reflects the maximum amount paid across the country by any other Fire and Rescue Service (FRS). The Service believes that the offer of a 25% pensionable allowance is fair and reasonable in the current climate and is higher than some other FRSs nationally. 25% also maintains an overall saving of circa £400,000 as outlined in the initial proposal. The Service intends to proceed to advertise for applicants for DCP at Bromsgrove with a 25% pensionable allowance early in 2013.
9. To inform the development of the new crewing system, detailed research has been carried out with other Services who run similar systems, such as Leicestershire, South Wales and Lancashire FRS. Representatives from Lancashire FRS who currently work a DCP system have visited personnel at Bromsgrove and given a presentation to many of the staff.
10. DCP will operate a self rostering system whereby the 14 WT employed staff at Bromsgrove will be expected to provide 148 twelve-hour day shifts per person, per year. These day shifts meet the requirement of their standard firefighter's salary based upon a 42 hour average working week. There is no fixed rota pattern and staff will manage their availability locally to provide at least five suitably qualified firefighters at any time.
11. The additional on-call element will require in the region of 133 twelve-hour night shifts per firefighter to be worked to receive the agreed allowance. During these night shifts staff will be on-call only and will be at liberty to undertake personal activities during this time in the vicinity of the station and will be provided with appropriate rest and leisure facilities during this period.
12. Staff will be required to opt out of the Working Time Directive, based upon the number of hours they will average "at work". Because of this, the DCP system is voluntary and staff cannot be mandated to work it. A "fatigue" management policy is also being incorporated into the DCP policy which will aim to minimise and manage fatigue levels through extended periods at work.
13. Appropriate accommodation and facilities will be invested in and have been designed into the new Bromsgrove combined Fire and Police Station that is currently under construction.

14. All existing staff at Bromsgrove have been extensively consulted and continue to be engaged with alongside their trade union. Clear commitments regarding future expectations have been given and the staff generally feel well informed and involved in this project.

The Future

15. It is anticipated the new combined Fire and Police Station, and DCP crewing system, will go live simultaneously in spring 2014. The final selection of staff to work the new crewing system, contract, agreements and protocols should be completed by summer 2013, thus allowing sufficient time to manage the transfer and movement of staff and facilities in the interim period.
16. Existing staff at Bromsgrove will be given the first opportunity to volunteer, where they have the appropriate skills and qualifications, followed by applications from the wider WT Service as required.
17. Prior to spring 2014, permanent staffing and postings at Bromsgrove will be reduced and managed locally. This will not affect fire cover, but is likely to disrupt the management of the station through this transitional period. It is hoped that the staff being transferred out of Bromsgrove can have their preferential alternative work location, however this cannot be guaranteed.

Conclusion/Summary

18. This proposal is on target to achieve the reductions in staff across the Service. Bromsgrove DCP should go live early in 2014 at the new combined Fire and Police Station. This will ultimately realise anticipated revenue savings of circa £1m annually, subject to the anticipated leavers and retirements within 2014.
19. DCP is seen as innovative and beneficial to both the staff who work it, the Service and our communities we serve. It will not suit all staff and is dependent on volunteers, but will provide those staff that choose to work it with more flexibility in their working patterns and an opportunity to earn more income.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Yes	Entire report

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Yes	Paras 9 & 11

Additional Considerations

20. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	HR related issues within entire report
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Entire report
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	Yes	Para 11
Consultation with Representative Bodies	Yes	On-going with DCP proposal development

Supporting Documentation

None

Contact Officer

Richard Lawrence, Deputy Chief Fire Officer
(01905 368206)

Email: rlawrence@hwfire.org.uk

7. Member Learning and Development Strategy

Purpose of report

1. To obtain views of the Committee with regard to a 3 year strategy to drive forward the learning and development of Authority Members.
-

Recommendations

It is recommended that the Committee:

- i) considers the draft Member Learning and Development Strategy attached at Appendix 1 and in particular considers the following areas:*
 - a. potential themes for Member Development over the next 3 years;*
 - b. key competencies for Authority Members;*
 - c. key decisions that Members will need to make over the next 3 years and beyond, and where they will need specific support and information; and*
 - d. any areas of training that should be made compulsory.*
- ii) recommends the draft Member Learning and Development Strategy to the Authority for approval;*
- iii) put forward any further views to the Member Development working Group.*

Introduction and Background

2. The Code of Corporate Governance requires that arrangements are put in place to ensure that the capability and capacity of Members is developed to enable them to carry out their roles effectively.
3. A programme of development and support is led by Committee and Members' Services. The programme includes an annual training programme that aims to ensure Members are properly trained to carry out their roles as Members of the Fire and Rescue Authority.
4. As is good practice, the previous Clerk adopted a Member-led approach, by setting up a Member Development Working Group, comprising of Authority representatives from each political group. Each annual programme is reviewed by gathering feedback from Members on both individual sessions and the annual programme as a whole. The terms of reference is attached at Appendix 2.

annual programme as a whole. The terms of reference is attached at Appendix 2.

5. Members are surveyed as to their training needs for the forthcoming year and requests are built into the programme where appropriate. Feedback is also sought from Officers involved in facilitating sessions and analysis discussed by the Member Development Group.
6. The Development Programme comprises an annual Induction for new Members, which includes the legislative framework for Fire and Rescue Services and an initial session on the Members' Code of Conduct. The Induction is also a useful refresher for existing Members to keep updated with changes in the Service.
7. The Programme provides a range of seminars on core issues to which all Members are invited. It aims to provide opportunities for Members to improve their knowledge and skills in relation to their role as key decision-makers and links in with key objectives as set out in the Authority Plan.
8. In addition to the core programme there have been sessions for Members with specific roles e.g. Audit Committee Members. Opportunities are provided for all Members to remain up to date with operational developments in service delivery through equipment demonstrations, station open days and to be kept apprised of issues as they arise through briefings and the Members' Bulletin.
9. The annual programme aims to be Fire Authority specific and complimentary to the programmes provided to Members by their constituent authorities.

Supporting and Developing Members

10. Although work is undertaken to provide Members with development opportunities on an annual basis, there is a lack of a longer term strategic vision for Members' learning and development. Other Fire and Rescue Authorities such as West Midlands, Cheshire and Merseyside have Member Development Strategies in place and it is recommended that prior to the local elections in May 2013 the Authority should adopt a Member Learning and Development Strategy to ensure that:
 - there is a commitment from the political and managerial leaders to drive Member development forwards;
 - Member development is aligned to the longer term needs of the organisation e.g. Medium Term Financial Plan, Community Risk Management Plan;
 - resources are secured to ensure opportunities are available to Members; and
 - the expectations the Authority has of its Members are clearly set out.

11. The theme for the 2012/13 Member Development Programme is Operational Response and Training and has incorporated Members' requests to learn more about the role of firefighters, firefighter training and equipment. It would be useful to identify further themes for Members' Training over the next three years.
12. Potential themes could be highlighted by identifying any complex and challenging decisions that Members will have to make over the next three years and how they can be supported and prepared in their role as decision makers.
13. The Member Learning and Development Strategy identifies that key competencies should be set out for Members, including those areas that may be compulsory for specific roles. For example, Ethical Framework sessions could be made compulsory for key Members such as Group Leaders and Committee Chairs. This would, of course, need the backing of Group Leaders but would demonstrate that those Members in receipt of a Special Responsibility Allowance have specialised knowledge.

Conclusion/Summary

14. This report proposes a three year strategy for Members' Learning and Development and recommends a draft for approval. The draft has been shared with the Member Development Champions and the Chairman of the Authority, prior to consideration by the Policy and Resources Committee on 23 January 2013, with final approval being sought at the FRA meeting on 13 February 2013.
15. The next stage will then be to involve the Member Development Group in developing a programme of learning and development opportunities for Members for the period 2013-2014 for approval by the Audit Committee at its meeting on 17 April 2013. The programme will then be implemented from June 2013.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Yes	Paragraph 12

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	Paragraph 9

Additional Considerations

16. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	Paragraph 9
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 – draft Member Learning and Development Strategy 2013-16

Appendix 2 – Member Development Group Terms of Reference

Contact Officer

John Hodges, Assistant Chief Fire Officer Service Support
(01905 368256)
Email: jhodges@hwfire.org.uk



Member Development Strategy 2013-2016

1. Introduction

The purpose of this Strategy is to ensure that Authority Members, Officers and staff are aware of the approach to the development of Members, why it is important and the roles they play in making this happen. This document brings together the aims of Member Development and the medium term priorities of the Authority. It also details how Members will be supported to fulfil their roles and contribute to the quality of our services.

2. Authority Priorities

The Member Development Strategy strives to contribute to the delivery of the Authority's Core Purpose, which is to 'provide our communities with sustainable, high quality firefighting, rescue and preventative services'.

This will be achieved by linking Member Development with the following foundations on which our core purpose is built:

- Fleet & Equipment: we will provide and maintain the right fleet, tools and equipment to ensure our staff can do their jobs effectively
- People: we will ensure we have the right people, with the right skills and training to carry out the right job at the right time
- Building & Infrastructure: we will provide appropriate premises in the right locations that enable our staff to carry out their roles effectively
- Resourcing for the Future: we will ensure that our actions now will secure our long term future
- Services: we will deliver targeted and quality services with the resources available to us
- Fire & Rescue Authority: we will engage with FRA Members in strategic matters affecting the Service

3. Member Development Aims & Objectives

The Member Development Strategy has the following 3 key aims:

- i) To maintain effective leadership of the organisation through on-going and continuous Member development
- ii) To provide Members with the support, knowledge, skills and information necessary to enable them to effectively carry out their role, as set out below:

- To ensure that the Fire Authority provides an efficient and effective Fire and Rescue Service, taking into account the needs of all sections of the community.
 - To contribute actively to the formation and scrutiny of the Fire Authority's policies, priorities, plans, targets, budget and service delivery.
 - To ensure that the Fire Authority delivers value for money.
 - To ensure that the Fire Authority is an equal opportunity employer, and considers the needs of all sections of the community.
- iii) To ensure Members are made aware and kept up to date with developments impacting on the organisation through seminars, workshops and bulletins.

These aims will be realised through ensuring that:

- Member Development Champions are appointed by the Authority;
- key competencies are identified for Authority Members;
- access to training and development activities is guided by the Authority's Ethical Framework and Equality Scheme;
- this strategy derives from and contributes to the Authority's strategic objectives;
- training activities are provided in response to identified organisational, individual and statutory needs; and
- development opportunities provided by constituent authorities are incorporated in to the development programme developed by the Authority.

4. Member Development Policy

Member Induction

All newly appointed Members should attend the Induction session which will cover the basic areas of knowledge necessary, such as the key roles and responsibilities of Authority Members, the legislative framework for the fire and rescue services and the financial context. Members will be provided with training on the Code of Conduct by their constituent authorities and attendance at these sessions will be monitored.

The Induction session will be open to existing members whose experience will prove invaluable to new Members.

Member Development Programme

All Authority Members will be provided with the opportunity to put forward their training needs which will be fed in to the Member Development Programme. The programme will be compiled by the Committee & Members' Service Team, in conjunction with the Member Development Working Group, Group Leaders and the Senior Management Board. The Programme will be approved by the Audit Committee.

The programme will include core sessions for all Members, with a key theme being identified for each year. In addition, essential training for Members will be provided on the role and function of their respective Committees. Opportunities for all Members to remain up to date with developments in service delivery will also be provided.

The Programme for Authority Members will be Fire and Rescue specific and will developed with the constituent authorities to prevent unnecessary duplication.

Opportunities to provide joint training events with other Authorities will be explored where possible.

Support

The majority of seminars and briefings will be delivered in-house. Officers with specific knowledge in key areas will be expected to provide sessions and/or demonstrations for Members. The Committee and Members' Services team will provide information and support to Officers holding briefings and delivering training seminars.

Committee & Members' Services will also:

- support the Member Development Working Group and Member Development Champions;
- consult with Members and officers to identify key competencies for Members;
- identify learning opportunities for Members;
- co-ordinate the Member Development programme;
- liaise with constituent authorities to ensure development opportunities are complimentary; and
- analyse feedback from Members.

Review

The Member Development Programme will be evaluated annually by the Member Development Working Group through assessment of areas such as Member feedback, attendance levels and feedback from training facilitators, Group Leaders and SMB.

The Member Development Working Group (MDWG)

Composition

The MDWG to comprise the Corporate Support Manager and 5 Members, (nominated by Group Leaders) who will champion the importance of member development within their respective groups and within the Authority generally.

The Clerk, the ACFO Service Support, Head of Corporate Services and the Director of Assets will be invited to attend any Meetings of the MDWG.

Purpose

The Member Development Working Group is an informal forum where Members and officers:

1. Aim to make the Member Development Programme meaningful and appropriate to the role of each Authority Member
2. Ensure that the Member Development Programme contributes to the Authority achieving its core values, priorities and objectives more effectively and efficiently
3. Design and plan the Member Training Programme and present the Programme for approval by the Audit Committee

Terms of Reference

- To assist in the development and continuous review of the Member Development Programme
- To survey the learning and development needs for Authority Members that will assist them in carrying out their roles, duties and responsibilities on the Fire and Rescue Authority
- To make recommendations on the provision of the Member Development Programme, i.e. – Internal/external providers, time and locations, demonstrations, etc.
- To prioritise and review training and development needs within agreed resources.
- To keep the Audit Committee informed of its proceedings.

8. Joint Consultative Committee Update

Purpose of report

1. To inform the Policy and Resources Committee of the activities of the Joint Consultative Committee (JCC) since November 2012.
-

Recommendation

The Chief Fire Officer recommends that the Policy and Resources Committee note the content of this report.

Update

2. Since its last update to the Policy and Resources Committee, the Joint Consultative Committee has met twice – on 19 November 2012 and 13 December 2012.
3. Items still under discussion include the following:
 - review of allowances for both uniformed and non-uniformed staff;
 - part-time workers settlement;
 - Flexible Duty System (FDS) rota changes (pre-arranged voluntary, operational cover); and
 - whole-time pumps riding with a crew of 4 rather than 5.
4. Since the Policy and Resources Committee was last updated, a number of items have been closed down and the number of 'live' items continues to decrease.
5. All closed items are formally signed off and archived in the Consultation Register and Decision Log. Items recently closed include:
 - time spent on the Resilience Register by Crew Commanders/Watch Commanders;
 - car parking at Service Headquarters (SHQ) (being progressed by Head of Asset Management); and
 - SHQ staff moves (being progressed by Head of Asset Management).
6. Area Commander Keith Chance confirmed that consultation on the following proposals had now closed and implementation of both proposals was in hand:

- 13.5m ladder provision – to remove older ladders from stations, leaving at least one 13.5m ladder on every station; and
 - Workwear – existing shirts and trousers to be replaced at no additional cost.
7. No new items were brought to JCC for consideration at the November meeting. At the December meeting, the Fire Brigades Union (FBU) asked for the item on the use of driver/Officers in Charge (OICs) on appliances, which had previously been closed down, to be re-opened for further consideration.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Y	Paras 3, 4 & 5

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Y	Paras 3, 4 & 5

Additional Considerations

8. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Yes	Paras 3, 4 & 5
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Yes	Paras 3, 4 & 5
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	Yes	Paras 3, 4 & 5

Supporting Information

None

Contact Officer