



Combined Fire Authority Member Development Programme

The aim of the Member Development Programme is to help support members of the Combined Fire Authority (CFA) to effectively fulfil their roles and responsibilities and to assist members in identifying their training and development needs.

The Member Development Programme for County Durham and Darlington Fire Authority members is structured into 4 key areas as follows:

CFA Development Module 1 [CFADM1] - New Member Induction

The induction module is designed to inform new Authority members of the role and functions of the Combined Fire Authority, including statutory responsibilities and governance arrangements, constitution and details the specific elements of the constitution that applies to the role of the members.

CFA Development Module 2(a-d) [CFADM2a-d] - Combined Fire Authority Committees

These modules provide details of the role and functions of the Authority's standing committees as below:

- a) Finance & General Purposes Committee;
- b) Performance, Policy & Review Committee;
- c) Audit & Risk Committee;
- d) Local Pension Board.

CFA Development Module 3 [CFADM3] - Community & Business Safety Services

This module provides an overview of the various community safety and business fire safety services provided by the County Durham and Darlington Fire and Rescue Service.

CFA Development Module 4 [CFADM4] - Emergency Response Capabilities

This module introduces Members to the range of emergency response capabilities maintained by the County Durham and Darlington Fire and Rescue Service.

The development programme modules are designed to provide a foundation of knowledge and understanding, acknowledging that members existing knowledge and understanding will vary depending on their own experiences. Further training and development requirements that are identified will be offered either through the Authority's own staff or by specific external providers as necessary.

Details of the specific modules are provided in the following sections.



Combined Fire Authority Development Module 1 [CFADM1]

New Member Induction

The aim of the New Member Induction module is to provide all new CFA Members with a general introduction to the Fire Authority and to enable the context in which the Authority operates to be understood and to facilitate an understanding of Fire Authority business.

Module Components	New Members		Existing Members	
	Essential	Desirable	Essential	Desirable
Combined Fire Authority roles and responsibilities	✓	✗	✗	✓
The Fire Authority Constitution	✓	✗	✗	✓
Member Standards and Code of Conduct	✓	✗	✗	✓
An introduction to the legal, governance & assurance framework	✓	✗	✗	✓
The Authority's financial position	✓	✗	✗	✓
The Authority's performance	✓	✗	✗	✓
The Authority's staff and assets	✓	✗	✗	✓
The 3 year Strategic Plan and Integrated Risk Management Plan	✓	✗	✗	✓
Cultural Framework	✓	✗	✗	✓
Committee structure	✓	✗	✗	✓
Member Champions	✓	✗	✗	✓
Members affiliation with fire stations	✓	✗	✗	✓
Member/Officer Buddies & key contacts	✓	✗	✗	✓

Delivery of CFADM1 – New Member Induction

The CFADM1 is delivered in a workshop style at Service HQ by members of the Service Leadership Team.

The duration of the induction is approximately 3 hours.

Fire Authority Members attending the induction will be provided with key information on completion, including:

- Members handbook
- 3 Year Strategic Plan & IRMP
- Medium Term Financial Plan
- Being the Best

Refresher Training required : Not applicable



Combined Fire Authority Development Module 2a [CFADM2a]

Finance and General Purposes Committee

The aim of this module is to provide Fire Authority Committee Members with details of the terms of reference of the Finance and General Purposes Committee and the role of Officers and Members.

Module Components	Finance & GP Committee Member		Non Finance & GP Member	
	Essential	Desirable	Essential	Desirable
Finance and General Purposes Committee – Terms of Reference	✓	✗	✗	✓
The role of Officers and Members	✓	✗	✗	✓
Referred and delegated responsibilities	✓	✗	✗	✓
Financial management and final accounts to cover: <ul style="list-style-type: none"> • Budget setting • Medium Term Financial Plan • Capital expenditure and funding • Council Tax and reserve powers • Statement of Accounts 	✓	✗	✗	✓
Governance	✓	✗	✗	✓
HR Policy and Strategy	✓	✗	✗	✓
Employee Relations	✓	✗	✗	✓
Equality and Diversity	✓	✗	✗	✓
Sickness Management	✓	✗	✗	✓
Member standards and code of conduct	✓	✗	✗	✓

Delivery of CFADM2(a) – Finance & General Purposes Committee

The CFADM2(a) is delivered at Service HQ by the Head of Corporate Resources and the Head of Workforce Development.

The duration of the training is 1 hour, normally just prior to a meeting of the committee.

Refresher Training required: Within 24 months



Combined Fire Authority Development Module 2b [CFADM2b] Performance, Policy and Review Committee

The aim of this module is to provide Fire Authority Committee Members with details of the terms of reference of the Performance, Policy and Review Committee and the role of Officers and Members.

Module Components	Committee P&P Member		Non P&P Committee Member	
	Essential	Desirable	Essential	Desirable
P&PR Committee – Terms of Reference	✓	✗	✗	✓
The role of Officers and Members	✓	✗	✗	✓
Referred and delegated responsibilities	✓	✗	✗	✓
Performance management framework	✓	✗	✗	✓
Performance Indicators & target setting	✓	✗	✗	✓
Scrutinising Performance (internal and external)	✓	✗	✗	✓
Policy and strategy	✓	✗	✗	✓
Risk Management	✓	✗	✗	✓
Reporting Cycles	✓	✗	✗	✓

Delivery of CFADM2(b) – Performance, Policy and Review Committee

The CFADM2(b) is delivered at Service HQ by the Deputy Chief Fire Officer and the Chair of the Performance & Programme Board.

The duration of the training is 1 hour, normally just prior to a meeting of the committee.

Refresher Training required : Within 24 months



Combined Fire Authority Development Module 2c [CFADM2c] Audit and Risk Committee

The aim of this module is to provide Fire Authority Committee Members with details of the terms of reference of the Performance, Policy and Review Committee and the role of Officers and Members.

Module Components	Audit & Risk Committee Member		Non Audit & Risk Member	
	Essential	Desirable	Essential	Desirable
Audit and Risk Committee – Terms of Reference	✓	✗	✗	✓
The role of Officers and Members	✓	✗	✗	✓
Referred and delegated responsibilities	✓	✗	✗	✓
External Audit	✓	✗	✗	✓
Internal Audit	✓	✗	✗	✓
The Assurance Framework	✓	✗	✗	✓
Risk Management	✓	✗	✗	✓
Statement of Accounts	✓	✗	✗	✓
The Governance Statement	✓	✗	✗	✓

Delivery of CFADM2(c) – Audit & Risk Committee

The CFADM2(c) is delivered at Service HQ by the Head of Corporate Resources and the Head of Assurance & Assets.

The duration of the training is 1 hour, normally just prior to a meeting of the committee.

Refresher Training required : Within 24 months



Combined Fire Authority Development Module 2d [CFADM2d]
Local Pensions Board

The aim of this module is to provide Fire Authority Committee Members with details of the terms of reference of the Local Pension Board and the role of Officers and Members.

Module Components	Pension Board Member		Non Pension Board Member	
	Essential	Desirable	Essential	Desirable
Pensions Board Committee – Terms of Reference	✓	✗	✗	✓
The role of Officers and Members	✓	✗	✗	✓
Duties and obligations of the Scheme Manager	✓	✗	✗	✓
National governance framework	✓	✗	✗	✓
Internal governance framework	✓	✗	✗	✓

Delivery of CFADM2(d) – Local Pensions Board

The CFADM2(d) is delivered at Service HQ by the Head of Emergency Response
 The duration of the training is 1 hour, normally just prior to a meeting of the committee.
 Refresher Training required : Within 24 months



Combined Fire Authority Development Module 3 [CFADM3] Community Safety & Business Fire Safety Services

This module provides an overview of the various community safety and business fire safety services provided by the County Durham and Darlington Fire and Rescue Service.

Module Components	New Members		Existing Members	
	Essential	Desirable	Essential	Desirable
Legal Duties & National Framework	✓	✗	✗	✓
Profile of County Durham & Darlington	✓	✗	✗	✓
Using data and information	✓	✗	✗	✓
Working with Partner Agencies	✓	✗	✗	✓
Overview of Community Safety (prevention) strategy	✓	✗	✗	✓
Young Firefighters and Fire Cadets	✓	✗	✗	✓
Safe & Wellbeing Visits	✓	✗	✗	✓
Our work with children & young people	✓	✗	✗	✓
Our work with older people	✓	✗	✗	✓
Reducing deliberate fires	✓	✗	✗	✓
Overview of Business Fire Safety (Protection) strategy	✓	✗	✗	✓
Regulatory Reform (Fire Safety) Order 2005 – roles & responsibilities	✓	✗	✗	✓

Delivery of CFADM 3 – Community Safety & Business Fire Safety Services

The CFADM3 is delivered in-house by the Head of Community Risk Management and their team.

The module comprises of a range of presentations, demonstrations and visits of 1-2 hours duration dependent on Members availability.

Refresher Training required : Within 36 months



Combined Fire Authority Development Module 4 [CFADM4] Emergency Response Capabilities

This module introduces Members to the range of emergency response capabilities maintained by the County Durham and Darlington Fire and Rescue Service.

Module Components	New Members		Existing Members	
	Essential	Desirable	Essential	Desirable
Legal Duties & National Framework	✓	✗	✗	✓
Our fire stations	✓	✗	✗	✓
Duty Systems	✓	✗	✗	✓
General firefighting & rescue capabilities	✓	✗	✗	✓
Specialist capabilities	✓	✗	✗	✓
Command and Control	✓	✗	✗	✓
Emergency Medical Response	✓	✗	✗	✓
Incident Command System	✓	✗	✗	✓
Mutual Aid & National Resilience	✓	✗	✗	✓
Local Resilience Forum	✓	✗	✗	✓
Service Training Centre	✓	✗	✗	✓
Technical Services Centre	✓	✗	✗	✓

Delivery of CFADM4 – Emergency Response Capabilities

The CFADM4 is delivered primarily at the Service Training Centre by the Head of Emergency Response, Head of Workforce Development and the Head of Assurance & Assets and their teams.

The module comprises of a range of presentations, demonstrations and visits of 1-2 hours duration dependent on Members availability.

Refresher Training required : Within 36 months