

OFFICIAL



**WMFRA**  
**West Midlands Fire and  
Rescue Authority**

**MEMBERS INDUCTION PACK  
2026/2027**

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# Welcome

Welcome to West Midlands Fire and Rescue Authority. We look forward to your contribution to the Authority as a Member. It is appreciated that the work of the Authority, the environment it operates within, and the fire sector as whole can be complex, comprising a variety of challenges at a local and national level.

West Midlands Fire Service is the second largest fire and rescue service in England serving a population of over 2.9million people, from one of the most diverse and multi-cultural communities in the country, spreading across the seven local authorities: Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

Our vision is to empower all WMFRA members to lead with confidence, integrity, and insight—drawing on their unique experiences, perspectives, and community connections to shape a safer, more resilient West Midlands. We welcome the support from you as a member representing not only your own ward and local authority but also the West Midlands as a whole to help achieve our goal to keep it Safer, Stronger and Healthier.

To help support you as a new Member, the following document highlights all relevant training you will be required to undertake alongside a variety of key documents and useful sources of information. The list is not exhaustive and is designed to start to pull together some of the key developments and issues, many of which you will hear about in more detail as the municipal year progresses.

## Members Induction Programme 2026

The Members Induction Programme has been developed by Councillors for Councillors, building upon their skills, experiences and feedback, and supported by Officers to ensure its delivery.

The Induction Programme is essential and includes mandatory training for all newly appointed WMFRA Members, and it is recommended that all WMFRA Members attend these sessions as they will assist them in their role in supporting the Fire Service in making West Midlands Safer, Stronger and Healthier.

Members have responsibility to develop and maintain their skills and knowledge necessary to perform their role effectively. All appointed committee members will be required to attend the relevant training for their appointed committee.

The Induction Programme will commence in the weeks following the Fire Authorities Annual General Meeting that takes place the end of June every year. Additional training including Committee specific topics will be provided throughout the Municipal Year to ensure it is current and relevant at the time of delivery.

As part of our Buddying Scheme, each member has also been assigned with a member of the Senior Leadership Team to aid you in your role. Democratic Services will confirm your buddy who will make contact with you shortly after joining.

All training will be reviewed/Developed by the Member Development Steering Group on a regular basis with an annual review to be conducted by the Appointment, Standards and Appeals Committee to ensure it remains relevant, impactful, and responsive to the needs of members and the wider service. Should you have any feedback then please contact Democratic Services.

Please see below a high-level calendar overview of the Members Induction Programme for 2026. The following pages will include a breakdown of what each session will entail, key individuals involved and their contact details should you have any further questions or if additional support is needed.

## Essential Training Calendar – New and returning councillors

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 June	30 June	1 July	2 July	3 July
Fire Authority Annual General Meeting - 11am Meet & Greet with Senior Leadership Team – 1pm Members Induction – 1:30pm (All in person)	No Scheduled Training	Finance Overview  In person and Teams Time – TBC	*Leader(s) Appraisals with members 1-2-1	CMIS and Internal Systems  10:30am (via Teams)
6 July	7 July	8 July	9 July	10 July
Scrutiny Processes *External provider  Time – TBC (via Teams)	No Scheduled Training	Code of Conduct and Code of Ethics on social media Time – TBC	Leader(s) appraisals with members 1-2-1  Online Harassment and Safety LGA – Time TBC (via Teams)	Appointment, Standards and Appeals 10:30am (via Teams)  Joint Consultative Panel Processes 12noon (via Teams)
13 July	14 July	15 July	16 July	17 July
Audit and Risk Processes 10:30am (Via Teams)	No Scheduled Training	Equalities, Diversity and Inclusion Time – TBC (via Teams)	Leader(s) appraisals with members 1-2-1	Effective Chairing (LGA)  Time – TBC (via Teams)

\*An overview of each session can be seen below. Externally provided training subject to change.

## Additional Training 2026-2027

### All Councillors / Committee Membership

Training	Date/Time	Key contact / Provider
<b>Audit and Risk Committee</b>		
Treasury Management (To align with a scheduled Audit and Risk Committee Meeting)	October 2026 In person	External Provider
Fraud Awareness (To align with a scheduled Audit and Risk Committee Meeting)	March 2026 In person	Internal Auditors
Statement of Accounts		Internal – Finance Team
<b>Scrutiny Committee</b>		
Scrutiny Review deep dive sessions	*To be determined by the Committee	Relevant Officer support
<b>Appointment, Standards and Appeals</b>		
Additional Appointment Training	*To be scheduled should a process be required after a 12 month period or new members.	Internal – Recruitment
Stage 2 Pension Appeals Training	*To be scheduled should a process be required after a 12-month period or new members.	Internal – Pension Team
<b>Chair and Vice-Chair</b>		
Bespoke Chair and Vice-Chair Training to include press, social media and familiarisation training.	July-August 2026	Internal and External as required.

<b>All Members</b>		
CRMP Training	September 2026	
Devolution	September 2026	Internal
Climate Resilience and Sustainability		
Emergency Planning and Resilience		
Visit to HQ Command Room / Fire Control (To coincide with Fire Authority)	September 2026	Internal
Visit to Safeside (To coincide with Fire Authority)	November 2026	Internal
Site Visits (Minimum to per year)	August/September 2026 And March 2027	Contact Democratic Services/Buddy/Ops Commander to arrange.

## Overview of sessions

### Meet and Greet with the Senior Leadership Team and Statutory Officers

**Monday 29 June 2026**

**13:00pm (30 minutes)**

#### [West Midlands Fire Service, HQ](#)

**Attendees: All new members (mandatory)/Returnee members (desired), Statutory Officers and all Senior Leadership Team**

This session is for you as new members to meet with the Senior Leadership Team, including the Principal Officers and Statutory Officers. It is an informal session to help build upon your working relationships and have the chance to speak face to face with the Head of each relevant department.

### Members Induction

**Monday 29 June 2026**

**13:30pm (2 hours)**

#### [West Midlands Fire Service, HQ](#)

**Attendees: All new members (mandatory)/Returnee members (desired), Statutory Officers and Brigade Managers**

The Authority will hold an annual induction event for new Members following the Annual General Meeting. This event will also act as an annual update for existing Members who wish to attend. The induction event will cover the following topics:-



- How to lead successfully: role modelling, ethical decision making and influencing organisational culture.
- Service structure, strategy, vision and purpose
- Key service developments

- Financial environment
- Interests and Gifts and Hospitality
- Code of Conduct
- Governance processes and Constitution

A follow up session will be held in October 2026.

## Finance Overview

**Wednesday 1 July 2026**

**TIME TBC**

**LOCATION TBC**

**Attendance: All members and finance team**

A high-level finance overview training to cover the following areas:

- Budget
- Accounts
- Financial forecast



## Committee Management Information Service (CMIS) and Internal IT systems

**Friday 3 July**

**10:30am via Microsoft Teams (1 hour)**

**Attendance: New members, Governance and IT support Team and workforce planning?**

This session will show you how to access CMIS where all authority business is published, MESH for all internal updates and Oracle where you can access payslips, P60s and expenses.

## Scrutiny Processes

**Monday 6 July**

**TIME TBC via Microsoft Teams (2 hours)**

**Attendance: New members and Scrutiny Committee membership and external provider**

The session will include:

- The purpose of scrutiny
- Effective scrutiny
- Your role as a member of the committee
- Scrutiny reviews/deep dives

## Code of Conduct and Code of Ethics on social media

**Wednesday 8 July**

**TIME TBC (2 hours)**

**West Midlands Fire Service, HQ, The Hub**

**Attendees: All new members (mandatory)/Returnee members (desired), Statutory Officers**

This will assist you in understanding your role as a member looking closely at the Code of Conduct and essential areas of the constitution. Key areas include:

- Our Core Values and Behaviours and Ethics,
- Values and Behavioural Framework,
- Member/Officer Protocol on Relationships
- Gifts and Hospitality
- Registration and disclosure of interests
- Complaints

## Appointment, Standards and Appeals Processes

**Friday 10 July**

**10:30am via Microsoft Teams**

**Attendees: Appointment, Standards and Appeals Committee membership**

This session will cover off the responsibilities for the appointment, standards and Appeals Committee, as per their Terms of Reference. The key topics will include:

- Chief Fire Officer (CFO), Deputy CFO and Assistant CFO Appointment processes
- Behavioural Framework and scoring, The Equality Act 2010 and protective characteristics and Unconscious Bias and the impact on recruitment
- Standards
- Conduct Appeals and Stage 2 Pensions Appeals

## Joint Consultative Panel Processes

**Friday 10 July**

**12:00noon via Microsoft Teams**

**Attendees: Joint Consultative Panel membership**

This session will cover off the responsibilities for the Joint Consultative Panel, as per their Terms of Reference covering off the Employee Relationship Framework.

## Audit and Risk Committee Processes

**Monday 13 July**

**10:30am via Microsoft Teams**

**Attendees: Audit and Risk Committee membership, S151 Officer/Clerk**

This session will cover off the responsibilities for Audit and Risk Committee, as per their Terms of Reference.

## Equalities, Diversity and Inclusion

**Wednesday 15 July**

**Time – TBC via Microsoft Teams**

**Attendees: all members and EDI team members**

This session will cover the important roles and responsibilities that equality diversity and inclusion play in your role as a member of the authority.

## Effective Chairing

**Friday 17 July**

**Time TBC via Microsoft Teams**

**Attendees: Committee Chairs**

The session will cover a Leadership Induction Pathway for committee chairs which will explore the complexities of decision-making, the role of confidence and resilience, and how leaders can navigate challenges while maintaining transparency and trust.

## Additional training 2026-2027

### Fraud Awareness Training

**March Audit and Risk Committee**

**Time – TBC (1 Hour)**

**Attendees: Audit and Risk Committee Members, Internal Auditors, S151 Officer**

The session will cover off the following:

- An introduction to the Counter Fraud Unit
- Current Fraud Landscape
- CIPFAs Code of practice on managing the risk of fraud and corruption
- Work of the Counter Fraud Unit
- Relevant legislation

## Statement of Accounts Training

**DATE TBC**

**LOCATION TBC**

**ATTENDEES TBC**

The session will cover off the following:

- Timetable
- International Financial Reporting Standards
- Statutory accounting overrides
- Explanation of the Movement in Reserves Statement

## Treasury Management Training

**DATE: Octobers A&R Committee**

**Location: West Midlands Fire Service, HQ, The Hub**

**Attendees: A&R Committee membership**

In depth external training on Treasury Management for Audit and Risk Committee.

## CRMP – TBC

**DATE TBC**

**LOCATION TBC**

**Attendees: all members, Statutory Officers and relevant CRMP team members**

Introduction to and explanation of the CRMP process, including the service's long term risk analysis. Will include detail on previous CRMP consultation and development.

## Devolution – TBC

**DATE TBC**

**LOCATION TBC**

**Attendees: All members, Statutory Officers and relevant SLT and Strategy Officers**

Introduction and update on the devolution agenda, including relevant legislation and ongoing national level policy developments, as well as WMFRA devolution working group and collaboration with WMCA.

## Additional resources and helpful documentation

The WMFS website includes a [variety of information](#) on structure and work of the West Midlands Fire Service, plus a variety of useful documents and publications relating to finance and performance.

It is a helpful place to refer constituents and members of the public who want more information or to contact the service for a Safe and Well or Safe and Strong visit.

There are a number of key documents, which alongside the Constitution, you will need to familiarise yourself with as a member of the Authority. A sample of some of the key documents are as follows:

- [Strategy 2024-2027](#)
- [Unaudited Statement of Accounts ending March 2025](#)
- [Corporate Risk Policy](#) – Sets out how we will put in place a structured risk management framework that supports the assessment and treatment of the Authority’s corporate risks.
- [Pay Policy Statement](#) – Setting out how our staff and in particular our senior staff are paid, our pay differentials.
- [Anti-Fraud, Corruption and Bribery Policy](#) – setting out how the service will foster a culture of openness and honesty and prevent and address fraud and corruption.
- [Management of Information Policy](#) - This policy outlines how we manage our information assets to facilitate access to accurate, reliable, and timely information to support core activity and meeting legislative obligations.
- [Equality and Diversity Policy](#)
- [Statement of Assurance](#) - published annually (reviewed 6 monthly), in accordance with the Fire and Rescue National Framework for England, it provides assurance on financial, governance and operational matters and shows how the Authority has due regard to the expectations set out in its Community Risk Management Plan, and the requirements of the

National Framework.

## Legislation / Guidance:

There are several key pieces of legislation and national guidance that oversee the fire sector, an awareness of which is important in developing the wider context and environment that the sector and the Authority operates in, in addition to understanding the statutory responsibilities that a Fire and Rescue Authority is to meet.

- Fire and Rescue Services Act 2004 (LGA guidance – [roles and responsibilities of Fire & Rescue Authorities](#))
- Regulatory Reform (Fire Safety) Order 2005 ([guidance for Fire & Rescue Authorities](#))
- [Policing and Crime Act 2017](#) (introduced place a duty on police, fire and ambulance services to work together and enable police and crime commissioners to take on responsibility for fire and rescue services where a local case is made)
- [Fire Safety Act 2021](#)
- [Fire and Rescue National Framework](#) (sets out the government's priorities and objectives for Fire & Rescue Authorities)

## Guidance Bodies:

[National Fire Chiefs Council](#) (the professional voice of the UK fire and rescue service, driving improvement and development throughout the UK FRS whilst supporting strong leadership).

[Fire Standards Board](#) – Independent body responsible for developing and setting standards for the sector in areas such as CRMP, Emergency Preparedness etc

Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS):



The [HMICFRS website](#) includes a full overview of the Inspectorate and includes the publication of all information and findings for the inspections of every Fire and Service.

- [State of Fire Report 2022](#): contains an annual assessment of the sector in England, based on the inspections carried out during

2022.

Other key reports published by HMICFRS:

- [Values and Culture in the Fire and Rescue Service](#) – a spotlight report focused on the values and culture in all 44 fire and rescue services in England, based on existing evidence.

## Local Government Association (LGA):



In addition to the wide array of support provided to local government in general including local authorities and councillors, the LGA provides a range of support and guidance for the Fire Sector and

specifically for Members of Fire Authorities. The [LGA website](#) is a useful resource for any Member, and the following lists some of the key documents that may prove useful:

### [Leading the Fire Sector: Member Development Support](#)

- [Leading the Fire Sector](#)
- [Fire Authority Members Guide](#)

Core Code of Ethics for Fire and Rescue Services – introductory [news item](#) published by West Midlands Fire Service and the [Code is available via the LGA](#) and the [NFCC](#).

The national Core Code of Ethics are the foundation for Our Values.