

Operational Directorates Co-ordination Board (ODCB)

Terms of Reference

1. Summary objective

Within the Brigade's overall governance arrangements, the ODCB provides a formal and scheduled forum for the principal officers of the Deputy Commissioner's Directorate and Directorate of Operational Resilience and Training to consider (a) intelligence from a number of sources about the Brigade's operational and training activities and determine the most appropriate response in terms of policy review and development (b) regular reports about Dynamic and Intelligent Operational Training (DIOT) which enables the Brigade to identify positive and developmental trends from operational and training activities and which is used to help decide future training requirements and to assist in identifying any areas where the Brigade's operational performance needs to improve and (c) other cross-Directorate policy issues. The Board is in essence a policy forum relating to operational health & safety and training issues and will not manage the actual delivery of policies and procedures which is the responsibility of other bodies.

2. Sources of Intelligence

Data and information will be submitted to the Board from the following sources:

Regular reports:

- a. Senior Accident Investigations (SAI);
- b. Mobile Data Terminals;
- c. IMPD;
- d. DIOT;
- e. Babcock International.

As required:

- f. Audits of operational professionalism;
- g. Training audits;
- h. Fire Service Circulars and other national guidance
- i. Changes in legislation;
- j. Fire Investigation (FI) reports;
- k. Fatal fire reviews.

3. Agenda Structure and Meeting frequency

The ODCB agenda will comprise two parts:

Part 1 – Standard Business Items

Quarterly meetings: Mobile Data Terminal (MDT) update and IMPD exception report, SAI Action Plan Monitoring, Coroners Rule 43 Letters Action Plan, and Operational Assurance Quarterly Update

Six monthly: As above plus: IMPD six monthly update; Agreement of Operational News themes; Dynamic and Intelligent Operational Training Update; and Dynamic and Intelligent Operational Procedures Update

Interim meetings (between the quarterly/six monthly meetings) : Mobile Data Terminal (MDT) update and IMPD exception report

Part 2 - Strategic Direction Issues which include policy issues affecting both directorates, the agreement of changes to strategies and policies related to health & safety, operational staff training & development, senior operational officer training and the prioritisation of non-core operational training needs. Other examples of strategic direction issues include the final agreement of operational elements of selection processes and the annual Babcock Training Delivery Plan. Decisions arising from this part of the agenda will, as appropriate, be referred to other departments/bodies for action or information, e.g. Corporate Management Board, Heads of Service Group.

4. Membership, deputies frequency and administration

Membership of ODCB comprises:

- Deputy Commissioner (Chair)
- Director of Operational Resilience and Training
- Third Officer (Head of Operations, Prevention and Response)
- Assistant Commissioner (Mobilising and RMC)
- Assistant Commissioner (Fire Safety Regulation)
- Assistant Commissioner (Operational Procedures)
- Assistant Commissioner (Operational Resilience)
- Assistant Commissioner (Operational Assurance)
- Assistant Commissioner (Technical and Service Support)
- Head of Human Resources and Development
- Head of Finance and Contractual Services
- Deputy Assistant Commissioner (Operational Assurance) for Operational News and other relevant business
- Head of Operational Directorates Support Group
- Babcock International [four monthly]

Deputies will be allowed, at one role/grade below that of ODCB member.

Administrative support will be provided by the Operational Directorates Support Group.

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