

Babcock International Group
Notes of Incident Management Review Programme Board Meeting

Date: Monday 28th November 2016

Present: **LFB**

Graham Ellis – Deputy Assistant Commissioner – Operational Assurance (GE)

Laurie Kenny – Group Manager - Operational Assurance (LK)

Angela Hale - Personal Development Manager (AH)

Sarah McLeggan - Personal Development (SM)

Babcock

Alistair Cumming – Head of Design and Development (AC) - **Chair**

Bruce Epsly - Incident Command & Leadership and Management Training Manager (BE)

Doug Massey – Continuous Improvement Team (DM)

Mark Gurney – Continuous Improvement Team – (MG)

Steve Homewood - Continuous Improvement Team (SH)

Colin Kingstone – Team Leader Incident Command Simulation Team (CK)

Malcolm Stoa - Incident Command Simulation Team (MS)

Aiden Codd (jnr) - Incident Command Simulation Team (ACjnr)

Apologies

Dr Sabrina Cohen-Hatton - Deputy Assistant Commissioner North West Area (SCH)

Dave Scott - Continuous Improvement Team (DS)

Agenda items	Action
<p>1 Apologies for Absence</p> <p>AC confirmed absence.</p> <p>AC Introduced Colin Kingstone and his team who delivered a practical demonstration of new XVR imagery that is based on actual photos of London buildings/site.</p> <p>GE sought clarification as to whether there have been any improvements in the earlier graphics used for the Level 1 training.</p> <p>Babcock confirmed that many of the original packages are the same, however later packages developed since employing an XVR team have</p>	

	<p>improved.</p> <p>A continual review of materials is required to update content / graphics periodically confirmed this.</p>	
2	<p>Clarity around LFB Governance</p> <p>LFB will supply a chair for future meetings.</p> <p>L1 costings and reduced delegate numbers to be signed off at CSB on the 7th December</p>	<p>LK to confirm arrangements / chair</p>
3	<p>Training proposal for Level(s) 2 ,3 ,4 TCAPs</p> <p>SH outlined the current position of TCAPs :</p> <p>Forwarded to LFB by Babcock</p> <p>TCAP 248 Tactical Command Skills Training : Level 2 Intermediate Incident Command (Development)</p> <p>TCAP 444 Level 4 Strategic Incident Command (Development & Maintenance)</p> <p>Level 2 Tactical Command Skills Training: Intermediate Incident Command (Maintenance)</p> <p>Strategic Command Skills Training: Level 3 Advanced Incident Command (Development)</p> <p>To be forwarded from Babcock to LFB</p> <p>Tactical Command Skills Training: Level 2 Intermediate Incident Command (Group Manager)</p> <p>Strategic Command Skills Training: Level 3 Advanced Incident Command (Maintenance)</p> <p>Strategic Command Skills Training: Level 3 Advanced Incident Command (Assistant Commissioner)</p> <p>TCAP 219 Level 2 Booster to be withdrawn and new TCAP created</p> <p>A document supplying a suggested TU cost for each TCAP forwarded</p> <p>AC confirmed that the Level 3 & 4 training will be available to pilot in April 2017</p>	<p>LK to inform when completed</p> <p>SH to supply to LK</p>
4	<p>Knowledge Digest Process (PP)</p> <p>MG outlined the current process of updating and amending the knowledge digest.</p> <p>LK asked if MG was receiving the policy amendments from LFB direct, MG confirmed he isn't and at present enters into the LFB system on a regular basis to check.</p>	<p>LK: to review and speak with Jemma Ling with a view of getting amended policies sent direct to MG (subject to approval by LFB).</p>
5	<p>Feedback from Level 2 including pre course access to learning /digest</p>	

	<p>DM shared with the group the pilot course feedback sheets for the 1st and 2nd courses.</p> <p>DM also highlighted the issues regarding the pre course learning there were two issues:</p> <ul style="list-style-type: none"> • 1st pilot course delegates could not access – although the issues was acted on and corrected • 2nd pilot course the delegates reported that the system was slow to start. <p>SH outlined that he carried out a live audit to see how many delegates scheduled on the 2nd course had accessed the materials by way ensuring they have the opportunity to complete before the course .</p> <p>A proposal from Babcock to LFB to resolve possible issues with delegates accessing and completing pre-course learning being prepared.</p>	SH to update
6	<p>Fit to Train</p> <p>It was confirmed by DM that all the incident command training staff including '0' hour will be trained to the same standard following concerns from the LFB .</p> <p>GE suggested for Level 3 & 4 training that at least two sector competent trainers/ coaches should be available to coach and mentor delegates during the sessions, and that it would be worth exploring options around serving uniformed officers being seconded or made available to support some of these sessions (subject to agreements being reached.)</p> <p>GE suggested that it may be worth exploring options to use video recordings of multi-agency gold group members to provide a narrative of their role to support the level 4 training. It was agreed that senior staff from partner organisations may not always be available to attend in person.</p>	
7	<p>Update on new Babcock ICT management</p> <p>Alistair introduced Bruce Epsly as the new Incident Command & Leadership and Management Training Manager.</p> <p>Alistair inform the group he will be moving to a new role and as yet there is no confirmed replacement and until then h will still perform the role.</p>	
8	<p>Storage of delegate records (observation records)Next steps</p> <p>Currently there is a large quantity of facilitation/observation sheets from the current Incident Command courses that needs reviewed as to how the LFB wish to use them and how they should be stored.</p> <p>Babcock developing an electronic facilitation/observation sheet that can be used on a mobile device which will reduce paper records.</p>	<p>LK & AH to initiate a LFB meeting to create a solution.</p> <p>SH to update</p>
9	<p>AOB:</p> <p>LFB confirmed although they have programmed NICs and ICEs, it was agreed</p>	

	that the Tactical Command Skills Training: Level 2 Intermediate Incident Command (Maintenance) will replace from January	
10	Date of next meeting To be confirmed	