

Babcock International Group
Notes of Incident Command Project Board Meeting

Date: Wednesday 15th July 2015

Present: **LFB**

Sabrina Cohen Hatton – DAC – Personal Development (SCH)

Lee Drawbridge – Operational Assurance (LD)

Andy Worsam – Personal Development (AW)

Babcock

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

Dean Johns – Head of Training Delivery (DJ)

Cara Kelly- Design Operations Manager (CK)

Doug Massey – Continuous Improvement Team (DM)

Mark Gurney – Continuous Improvement Team – (MG)

Apologies

Peter Groves – Head of Development and Training (PG)

Jackie Adams Bonitto – Head of Training Assurance (JAB)

Dany Cotton – AC – Operational Assurance (DC)

Graham Ellis – DAC – Operational Assurance (GE)

Rachel Wetheridge - Personal Development (RW)

Agenda items		Action
1	Minutes and Action Points AC reviewed the minutes of the previous meeting 24/02/15. <ul style="list-style-type: none"> Doug Massey confirmed that he will send a revised project plan in line with the work undertaken since the last Project Board meeting. 	DM to circulate amended project plan.
2	Progress to date DM outlined the progress that has been made on the Incident Command Level 1 development programme proposals since the last meeting. SCH has met regularly with the Continuous Improvement team and together	

	<p>they have developed an approach to training methodology for the initial acquisition course – which is timetabled at 12 days in duration.</p> <p>SCH confirmed that she is encouraged by the work to date, content and delivery methodology proposed for the Level 1 Incident Command course.</p>	
3	<p>Training proposal for Level 1 Initial Incident Command Training</p> <p>SCH informed the group that DC has concerns regarding the location of the practical sessions (which has yet to be determined) and the need for the location to allow the training to be immersive.</p> <p>DJ informed the group that work is progressing to identify a delivery location in London to alleviate the issues with residential locations. It was agreed that these venues, once identified, will also need to be confirmed as suitable for the content of the courses in line with the review.</p> <p>SCH also raised the importance of ensuring that Babcock trainers are upskilled (particularly in coaching techniques) to align the delivery of the product with the methodology outlined in the proposal.</p> <ul style="list-style-type: none"> • DJ asked if LFB considered whether this will impact on the Fit to Train requirement for IC trainers. • AW answered that v.14 of Fit to Train is still to be agreed. Following this the requirement shouldn't change. • DJ confirmed that Babcock will put in a process to support trainers to ensure that LFB are happy with trainer delivery. <p>LD added that it would be good for Babcock IC trainers to be informed of organisational risks and LFB's approach to dealing with these.</p> <ul style="list-style-type: none"> • DJ welcomed the opportunity for LFB Incident Commanders to spend time with IC trainers to develop this information sharing. <p>AC informed the group that Babcock are in a position to start development work on the Level 1 Incident Command content and asked for confirmation from LFB members that they are satisfied with the content in order that development can begin without significant changes further along the design process.</p> <ul style="list-style-type: none"> • SCH confirmed that LFB project board agree the content detailed in the proposal and are happy for development to begin. <p>LD raised concerns regarding the inclusion of LFB policy in the course content.</p>	<p>MG to arrange meeting with</p>

	<ul style="list-style-type: none"> MG informed LD of the previous work undertaken by the review team and offered to show him the analysis work of LFB policy for IC at a separate meeting. 	LD
4	<p>Costs</p> <p>SCH requested that this item be taken off the agenda and discussed in a separate commercial forum.</p> <ul style="list-style-type: none"> AC agreed and requested that this meeting be scheduled no later than 21 days time. 	SCH to arrange meeting to discuss costs
5	<p>Project Timescales</p> <p>AC informed the group that Babcock are working to the following timescales:</p> <ul style="list-style-type: none"> Level 1 Initial Acquisition and Maintenance Courses designed by December 2015 Pilot courses during Q4 2015/16 Go live Q1 2016/17 	
6	<p>Training proposals for level 2-4 Incident Command</p> <p>SCH provided an update on the Level 4 requirements raised at CRB (24/06/15)</p> <ul style="list-style-type: none"> Laurie Kenny will set up an internal meeting to determine the Level 4 Incident Command requirements to inform a TCAP. The intensive IC course will also be addressed through TCAP. There is a desire for Level 4 courses to be multi – agency. 	
7	<p>AOB</p> <p>AC asked SCH if LFB are satisfied with the external provider –Optimus 7th Generation's proposal for train the trainer in human factors.</p> <p>SCH requested some further detail and stated that in principle she is happy with the approach.</p>	AC to set up teleconference between SCH, AC and Optimus 7 th Generation
8	<p>Next steps</p> <p>The next meeting will be: 15 September 2015</p>	CK to arrange meeting.