Date: March 2017

## Revalidation Project Status Report

This briefing note is to explain the current position of the Revalidation of Incident Command Implementation.

**Background**

Last year Members instructed officers to undertake a comprehensive Incident Command Review. Subject matter expert DAC Cohen-Hatton has taken Project Lead on a new methodical process that focuses on development to create safe, confident and effective Incident Commanders.

Following monthly meetings in which all stakeholders and relevant departments have been invited to help shape the way in which Revalidation will work within the Authority, we have arrived at the final stages of pilots and reviews.

**1. Documentation**

The Revalidation policy was agreed by Members and Representative Bodies in Quarter 3 of 2016/17. A paper on the 'Governance of Assessors' has been agreed with Central Ops to create a robust and sustainable Assessment process. This involves a yearly appraisal process that will encompass feedback taken from an assessment. This will assist the line manager in creating a TNA for each Incident Commander.

| RAG | | Next Steps |
|---|---|---|
| **Status** | Open | 1) PD and IM to review all Documents. |
| **Deadline** | 01/06/2017 | 2) Present Documentation to BJCHSW. |
| **Owner** | DAC Cohen-Hatton | 3) Publish. |

**3. Course Design**

Final TCAPs have now been submitted to Personal Development for the Assessment stage of Revalidation. This contains Training Requests for Levels 1-3. 'Development' and 'Maintenance of Skills' courses have been piloted and created positive feedback from delegates.

| RAG | | Next Steps |
|---|---|---|
| **Status** | Open | 1) Review and Agree Babcock Proposal. |
| **Deadline** | 01/07/2017 | 2) Pilot Course at each Level. |
| **Owner** | Personal Development | |

## 4. Knowledge Tests

Knowledge tests that place the Individual at the scene of a range of incident types have been designed and Quality Assured. Small groups of Incident Commanders from each Level of Command have been selected to Pilot these questions on Question Mark in May 2017.

| RAG | | Next Steps |
|---|---|---|
| Status | Open | 1) Pilot Questions in May 2017 |
| Deadline | 01/07/2017 | 2) Review feedback |
| Owner | SM Fitzgerald | 3) Create a sustainable system to develop Question set |

## 5. "CPD Logs" (TBC).

On 24/3/17, all departments were invited to receive a presentation from Moore Stephens, to feedback on the functions and future iterations of the web based app. The software will provide a platform to collect information directly from an Incident Commanders ITR and IMS, with a dashboard display to track logged hours in appropriate roles as per the Revalidation Policy mentioned earlier in this briefing note. Another function of the software will be the ability to provide a report of these hours. Although this piece of work has been commissioned specifically for Revalidation at this time, there were discussions on how other departments and FRS staff could use this to record other areas of personal development and career pathways. This would only be requested in future iterations of the product.

| RAG | | Next Steps |
|---|---|---|
| Status | Open | 1) A test product will be available May 2017. |
| Deadline | 01/07/2017 | 2) Review feedback |
| Owner | Jason Sims | 3) Develop final platform. |

## Further information

If there are any questions on the above, please contact x38710.


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