

Report title

## Implementation of Revalidation of Incident Command Competence: Update

Meeting

CMB

Date

1<sup>st</sup> September 2016

Report by

DAC Cohen-Hatton

Document Number

### Summary

The paper provides a draft policy and associated update on the implementation of the revalidation of incident command process, which is under the governance of a corporate project, (Governance Level B). This process will provide organisational assurance that officers are performing incident command at the required level. It also encourages continuous improvement through the uptake of professional development opportunities.

The revalidation process includes:

- A knowledge test – to ensure technical and procedural knowledge is at an appropriate level and is current ;
- An incident command exercise – to demonstrate that the appropriate level of command skills are maintained and that technical knowledge can be applied; and
- A log of Continuous Professional Development activity to demonstrate the consistent application of operational knowledge and skills in the workplace, including a minimum number of command hours.

### Recommendations

It is recommended that that the Board note the report and agree the draft policy.

## **Background**

1. A revalidation process for incident command was approved by the Corporate Management Board on 16 December 2015. This process was developed to mitigate a significant corporate risk, namely the occurrence of a death or serious injury as a result of our staff not operating a safe system of work (CRR1). A process to ensure the revalidation of incident command competence will serve as a key control measure for CRR1, support firefighter safety by ensuring that the Brigade has the necessary evidence of the ongoing competency of those making risk critical command decisions.
2. CMB agreed that the implementation of the revalidation runs as a project under corporate governance arrangements, with the board being updated on progress at regular intervals.

## **Areas of Significant Progress**

3. The draft policy for the Revalidation of Incident Command is attached. The policy has been through a peer consultation and a Heads of Service consultation process with feedback being positive. The final draft policy document is presented in Appendix I.
4. Knowledge Test question sets have been developed for all Levels of Incident Command (Level 1- Level 4). The knowledge test is currently being piloted using Big Learning system.
5. Stretch objectives for each level of command are currently being scoped by the implementation working group, and will be fed into the incident command course review prior to the development of level 2 and above scenarios.

## **Implementation**

6. CMB agreed the implementation of the knowledge tests and incident command exercises during 16/17, with the CPD and annual hours being introduced in 17/18.
7. Following the launch of the policy (currently in the IR arena), a phased implementation will commence as agreed by CMB in June 2016 (16-CMB049). This will commence with a 'soft' introduction of knowledge tests on all current Incident Command courses with a focus on development. The DAC and AC cadre will be the first to undergo the revalidation process, followed by GM and SMs, and finally, WM and below. Revalidation of Strategic Incident Command Skills (Gold) will follow, once the appropriate training courses have been developed by Babcock (timescales tbc).
8. Following the agreement of the policy, the communication plan outlined in the June CMB report (16-CMB049) will be implemented. The communications messages will focus on the development aspect of the incident command revalidation process.

## **Industrial Relations**

9. The revalidation of incident command proposals have been introduced to representative bodies by the Director of Operations. Discussions were constructive and a commitment was given to ensure that the process focuses on the development of skills. The draft policy has been shared with the Representative Bodies via the usual Industrial Relations route through HR and we are awaiting comments. Following agreement at JCF/JCMM it is anticipated that the policy will require discussion at BJCHSW.

## Conclusion

10. Progress on the revalidation of incident command process has been good, with keen engagement from senior stakeholders. All milestones are currently on track, although it is recognised that some proposed timeframes are dependent on the incident command course review machinery and are therefore subject to change.

## Recommendations

11. It is recommended that the Board note this report and agree the draft policy.

## Head of Legal and Democratic Services comments

12. The Head of Legal and Democratic Services comments that the statutory basis for the revalidation of incident command is provided by section 7 (Fire fighting) of the Fire and Rescue Services Act 2004, in particular section 7.2(d) (securing the provision of training for personnel). He further comments that these arrangements provide assurance that the Brigade is meeting its statutory duties to employees and the community.

## Director of Finance and Contractual Services comments

13. The Director of Finance and Contractual Services has reviewed this report and has no comments.

## Consultation

Name / Role	Method consulted
Director of Safety and Assurance	Discussion/Circulation of this report
Director of Operations	Discussion/Circulation of this report
Head of Development and Training	Discussion/Circulation of this report
Revalidation Implementation Working Group	Discussion/Circulation of this report