



# Buckinghamshire & Milton Keynes Fire Authority

<b>MEETING</b>	Fire Authority
<b>DATE OF MEETING</b>	14 October 2015
<b>OFFICER</b>	Lynne Swift, Director of People and Organisational Development.
<b>LEAD MEMBER</b>	Councillor Roger Reed
<b>SUBJECT OF THE REPORT</b>	<b>Employee Development – The Institution of Fire Engineers Qualifications</b>
<b>EXECUTIVE SUMMARY</b>	<p>This report presents to Members an update on the introduction of The Institution of Fire Engineers (IFE) qualifications as part of the employee development process for operational staff within the Authority.</p> <p>Support staff role related qualifications are captured within the job description and reported on within the organisation's training needs analysis.</p> <p>There is an organisational need to identify development pathways for key roles to ensure resilience for the Authority, support staff retention as well as improving overall service performance.</p> <p>The Authority's promotions and qualification procedure details that employees with potential will initially be identified via the achievement of stretch objectives evidenced in the appraisal. This will enable nomination for a development centre (DC). Annex 1 details the DC process fully.</p> <p>As part of the DC process and the technical knowledge module, the IFE examinations are the route for raising the standard of technical knowledge and in turn the standard of application in the workplace by our staff.</p> <p>The IFE qualifications are recognised internationally as the benchmark for technical knowledge and it is this standard that the Authority aspires that all appropriate staff achieves.</p> <p>BMKFA has been awarded examination centre status for the IFE, with a view to holding future exams either at HQ or at an external venue within the County.</p>
<b>ACTION</b>	Information.
<b>RECOMMENDATIONS</b>	That the report is noted.
<b>RISK MANAGEMENT</b>	The process for determining the necessity for development centres is driven by workforce planning

	<p>information to identify future skills requirements and the likely vacancy profile. This translates into succession planning requirements .For example the need to have ‘talent pools’ of those people demonstrating experience at different levels of the organisation, ready to move up into more senior roles.</p> <p>A number of quality assurance processes are in place to ensure the level of knowledge acquired is maintained, these include:</p> <ul style="list-style-type: none"> <li>• Validation Exercises at the Fire Service College</li> <li>• Appraisals</li> <li>• Evidenced through application of CPD</li> <li>• Monitoring of all staff at Incidents</li> <li>• Performance &amp; Evaluation reports and recommendations</li> </ul>
<p><b>FINANCIAL IMPLICATIONS</b></p>	<p>The Authority will reimburse the examination fees for an employee should they be successful in all the elements of the respective examination they are taking.</p> <p>Costs are factored in to the annual training budget.</p>
<p><b>LEGAL IMPLICATIONS</b></p>	<p>None arising from recommendations.</p>
<p><b>CONSISTENCY WITH THE PRINCIPLES OF COLLABORATION</b></p>	<p>In March 2016 a joint examination centre will be held at a Buckinghamshire venue for both BMKFA and Oxfordshire candidates. The centre will also be advertised by the IFE as a possible venue for any candidate across the Country.</p> <p>The Thames Valley Branch of the IFE has a membership from across the three FRS as well as fire professionals who live in this area.</p>
<p><b>HEALTH AND SAFETY</b></p>	<p>Health and Safety considerations form a key part of the qualifications. The IFE qualifications are mapped to the National Occupational Standards, of which contain criteria against Health &amp; Safety.</p>
<p><b>EQUALITY AND DIVERSITY</b></p>	<p>The Authority’s development and promotional processes are open to all and is evidenced through the annual appraisal where personnel can be nominated for the next level development centre via their line manager.</p> <p>Reasonable adjustments are made for any member of staff with recognised learning disabilities. In March 2015, BMFKA was granted IFE examination centre status and hosted a venue to assist those with reasonable adjustments where required.</p>

<p><b>USE OF RESOURCES</b></p>	<p><b>Communication with stakeholders;</b> stakeholder communication is a significant element of successful implementation of the IFE. The introduction and continuous involvement of the IFE within the development process is and will be communicated to staff through our existing processes and resources.</p> <p><b>The system of internal control:</b> Regular reports will be provided to the Training Strategy Group, including budgetary impact.</p> <p>A number of quality assurance processes are in place to ensure the level of knowledge acquired is maintained, these include:</p> <ul style="list-style-type: none"> <li>• Validation Exercises at the Fire Service College</li> <li>• Appraisals</li> <li>• Evidenced through application of CPD</li> <li>• Monitoring of all staff at Incidents</li> <li>• Performance &amp; Evaluation reports and recommendations</li> </ul> <p><b>The balance between spending and resources:</b> Funding for reimbursement of successful examinations has and will continue to be factored into the TNA.</p> <p>The IFE Centre Manager role will be performed by the Learning &amp; Development Manager.</p> <p>A member of staff is required to perform the invigilator role during the exams. This is shared amongst the FRS that has staff attending the examinations.</p> <p>IFE branches around the Country provide regional seminars that support individuals studying for the exams. These are all published on the IFE website.</p>
<p><b>PROVENANCE SECTION &amp; BACKGROUND PAPERS</b></p>	<p><b>Background</b></p> <p>Promotions &amp; Qualification Procedure – Published June 2014 – available on I:Drive</p> <p>IFE Technical Examination Guidance Note – Published June 2015 – available on I:Drive</p>
<p><b>APPENDICES</b></p>	<p>Annexe 1: Employee Development – The Institution of Fire Engineers Qualifications</p>
<p><b>TIME REQUIRED</b></p>	<p>10 minutes.</p>
<p><b>REPORT ORIGINATOR AND CONTACT</b></p>	<p>Anna Collett – Learning &amp; Development Manager  <a href="mailto:acollett@bucksfire.gov.uk">acollett@bucksfire.gov.uk</a>                      01296 744468</p>