



DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY

Employee Development Policy

The Dorset & Wiltshire Fire and Rescue Authority (DWFRA) is the combined fire and rescue authority for its area as defined within Sections 1 and 2 of the Fire and Rescue Services Act 2004. This document contains the Authority’s policy on how it will manage and deliver its employee development activities in order to meet the requirements of the Fire and Rescue Services Act 2004, Health and Safety at Work etc. Act 1974, Equality Act 2010 and other legislation. It is underpinned by a set of procedures.

The Authority is committed to working in partnership to make Dorset and Wiltshire safer. This partnership and delivery of safety starts with all staff, regardless of role. We are fully committed to our staff and will make sure they are safe and competent to fulfil the requirements of responding to emergencies and supporting the safety, health and well-being of the communities we serve.

Through this policy DWFRA will meet its legal requirements to ensure staff are recruited, trained and developed in accordance with legislation and national standards.

We will focus on developing our talent so that our future leaders are our role models; equipped with right skills, values and behaviours to effectively carry out their role, ensuring our staff are professionally led, well managed and motivated.

Part One	Purpose, Process & Outcomes	Detailed Info
Part Two	Document References	Detailed Info

Ref No:	ED	FRS:	DWFRS
Date of Issue:	16/01/2016	Review Due:	16/01/2019
Version No:	V1.0	Review Completed:	DD/MM/YYYY

Part One – Purpose, Process & Outcome

The reason(s) for which something is done, created or exists; individuals involved and what we wish to achieve as an end result.

Purpose

Why is this policy needed?

This policy communicates to all stakeholders the importance the Authority puts on Learning and Development and its commitment to ensuring that we recruit, train and develop our staff so they are able to undertake their roles in a competent manner.

As a Fire and Rescue Authority, we must fulfil our core functions as a Fire & Rescue Service complying with the Fire and Rescue Services Act 2004, Section 7 (2) b, Section 8 (2) b, Section 9 (3) b and Section 18.

We must also ensure compliance with the Civil Contingencies Act 2004 (Contingency Planning Regulations) 2 (1), The Fire and Rescue Services (emergencies) (England) Order 2007, The Health and Safety at Work etc Act (1974), The Management of Health and Safety at Work Regulations (1999) and The Equality Act (2010) with regard to firefighter and staff safety and competence in carrying out their respective roles.

This policy also ensures that we consider these legislative requirements specifically regarding risk-critical Operational & Organisational Competence as well as compliance with recruitment and selection legislation.

Process

How we will meet the above requirements?

We will ensure that there is a consistent approach to Employee Development that meets the recommendations of the Fire Professional Framework. Our Frameworks will provide individuals with the right skills and competencies to enable them to perform their current job safely and effectively and prepare them, if necessary, for other roles. Our Employee Development processes and procedures will be created in alignment with the service vision, values and behaviours and will be underpinned by the Equality Act (2010).

Training activities will be Quality Assured using procedures that are aligned to National Occupational Standards. These will provide a method to maintain and improve training standards and provide organisational learning and best practice.

All Employee Development activities will be planned, scheduled, recorded, monitored and evaluated through a quality assured process. Staff will be trained to operate equipment safely and to work in risk assessed environments in line with national and organisational requirements

To deliver against our Employee Development Policy the Authority will focus on the following areas of competence and capability:

- **Operational Competence** – This will ensure that all operational staff are recruited, trained, developed and assessed to meet the requirements of their role, including the maintenance of an Operational Licence.

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- **Outstanding Leadership** – We will develop a skills pathway framework to support talented, ambitious and effective leaders to make the best use of political and managerial roles.
- **Professional Workforce** – We will develop all employees' skills, knowledge and behaviours to operate in a multi-agency and changing environment within allocated budgets to meet organisational needs.
- **Organisational Excellence** – We will optimise the skills of our workforce to deliver organisational transformation, service to our community and value for money.
- **Sustainable Workforce** – We will recruit, promote, develop and retain the workforce to meet service needs. This will identify and address current and future skill shortages whilst identifying and developing talent.

Outcome
Success of the Policy? (How will this Policy be assured?)

We will:

- monitor our competence levels through our operational licence
- set in place an ongoing programme of internal and external quality assurance
- carry out Thematic Audit processes and evaluations to assess the effectiveness of activities
- regularly review accident and adverse occurrence statistics and other performance information to reflect on practices and procedures
- conduct regular Staff surveys and Community surveys to review feedback and effectiveness
- once a year review, the effectiveness of this policy and publish the results within the Annual Statement of Assurance.

Additional Information:

This Policy is an overarching statement of intent to include the transitional arrangements for each team from the existing Dorset FRS and Wiltshire FRS Employee Development teams to deliver against their respective local procedures. This will continue until full alignment of all procedures is complete. All local practices are aligned to this overarching Policy document whilst working within their current procedural frameworks.

Review Date:

This policy will be reviewed at least every three years or will be brought back to Members if requirements change.

Part Two – Document References, Document Management & Version Control

Document Management:

Policy Reference: Employee Development (ED)			
Owner	Review Date	Author	Status
Chief Fire Officer	16/01/2019	Louise Fielding	Published

Version Control:

Version	Page & Par Ref	Date	Changes Made	Authorised By
V1.0	Entire Document	18/01/2016	Document ready for publication	Louise Fielding