

REPORT

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY	
date	11 JUNE 2004	agenda item number

REPORT OF THE CHIEF FIRE OFFICER REGIONAL FIRE CONTROL UPDATE

1. PURPOSE OF REPORT

The purpose of this report is to update members on the progress being made on the regional control project.

2. BACKGROUND

- 2.1 Members will recall that, the White Paper 'Our Fire and Rescue Service' published in June 2003 set out the ODPM's vision of a modern fire and rescue service. The paper identified a number of service functions where collaboration would lead to more efficient service delivery. One of those functions was control rooms. The White Paper proposed rationalisation of fire service control rooms at regional level.
- 2.2 Members will also recall the Draft Fire and Rescue National Framework document, which stated "for resilience purposes, all regional control rooms should operate the same call-handling and mobilisation technology, procured and paid for by the ODPM". In addition the ODPM should ensure the provision of accommodation for the regional control room through supported capital expenditure.
- 2.3 This proposal was based on work carried out by Mott MacDonald for the government in 2000, together with an interim report of an updated study which had been carried out, taking into account changes which had occurred including New Dimension (CBRN) and the *Independent Review of the Fire Service*.
- 2.4 The report concluded that there should be 9 regional controls throughout England, and that they should be implemented as a matter of urgency and in conjunction with the rollout of the national radio system being procured by the Firelink project.

3. REPORT

- 3.1 The recommendation for the East Midlands region was one control room which would comprise of Nottinghamshire and the following brigades:- Derbyshire, Leicestershire, Lincolnshire and Northamptonshire.
- 3.2 A national project team has been established by the ODPM entitled "FiReControl". This team is responsible for ensuring that the 9 regional networked control rooms in England will secure optimal benefits in service delivery and organisational development.
- 3.3 Fire and Rescue Authorities via the Regional Management Board were to ensure the phased transition from existing control rooms to the new control rooms delivered within the national timetable. A regional project team has been set up with representatives from all 5 brigades being included. Each representative has been given a workstream derived from the national project.
- | | | |
|----|-----------------------------------|------------------|
| a. | People and Organisation | Nottinghamshire |
| b. | Technical | Leicestershire |
| c. | Business Process | Derbyshire |
| d. | Accommodation | Northamptonshire |
| e. | Business Change and Communication | Leicestershire |
| f. | Procurement | Lincolnshire |
| g. | Security and Resilience | Northamptonshire |
- 3.4 A project board has been set up which consists of principal officers from each brigade. (See Appendix A)
- 3.5 Following Regional Management Board approval of the outline business case, an advert has been placed by Leicestershire Fire Service on behalf of the region, in each county's local paper advertising the position of regional project manager. (See Appendix B). This is included so as to give members an indication of the projects complexity.
- 3.6 The location of the regional control room will not be known until November/December 2004, and will be determined by the ODPM. The region did have the opportunity to submit its own preferred option, but the regional management board decided not to do so. This decision was based upon an assessment of the liabilities and work that would be incurred in putting together a bid, also the exclusion of the region in the site assessment phase of the project.

4. FINANCIAL IMPLICATIONS

- 4.1 As yet financial implications to the authority are unclear. Capital investment for the project is being controlled centrally through the ODPM. A national project team has been set up to investigate the financial impact on authorities.
- 4.2 Financial support for the Regional Project Manager will be met from within existing budget provision for collaborative working.

5. PERSONNEL IMPLICATIONS

The FiReControl project has not produced a proposed structure for the Control Room so it is unknown whether the Authority will have staff that cannot be absorbed into to the new control centre on regionalisation. The Framework document does state “where at all possible authorities should re-deploy staff no longer needed for control room work to other roles”. Once the location is known it might be possible to estimate the number of staff who will move to the new control room and the number requiring re-deployment.

6. EQUAL OPPORTUNITY IMPLICATIONS

The regional control room is underpinned by the principles of equal access and opportunity for all.

7. RISK MANAGEMENT IMPLICATIONS

There are no risk management implications arising from this report.

8. RECOMMENDATIONS

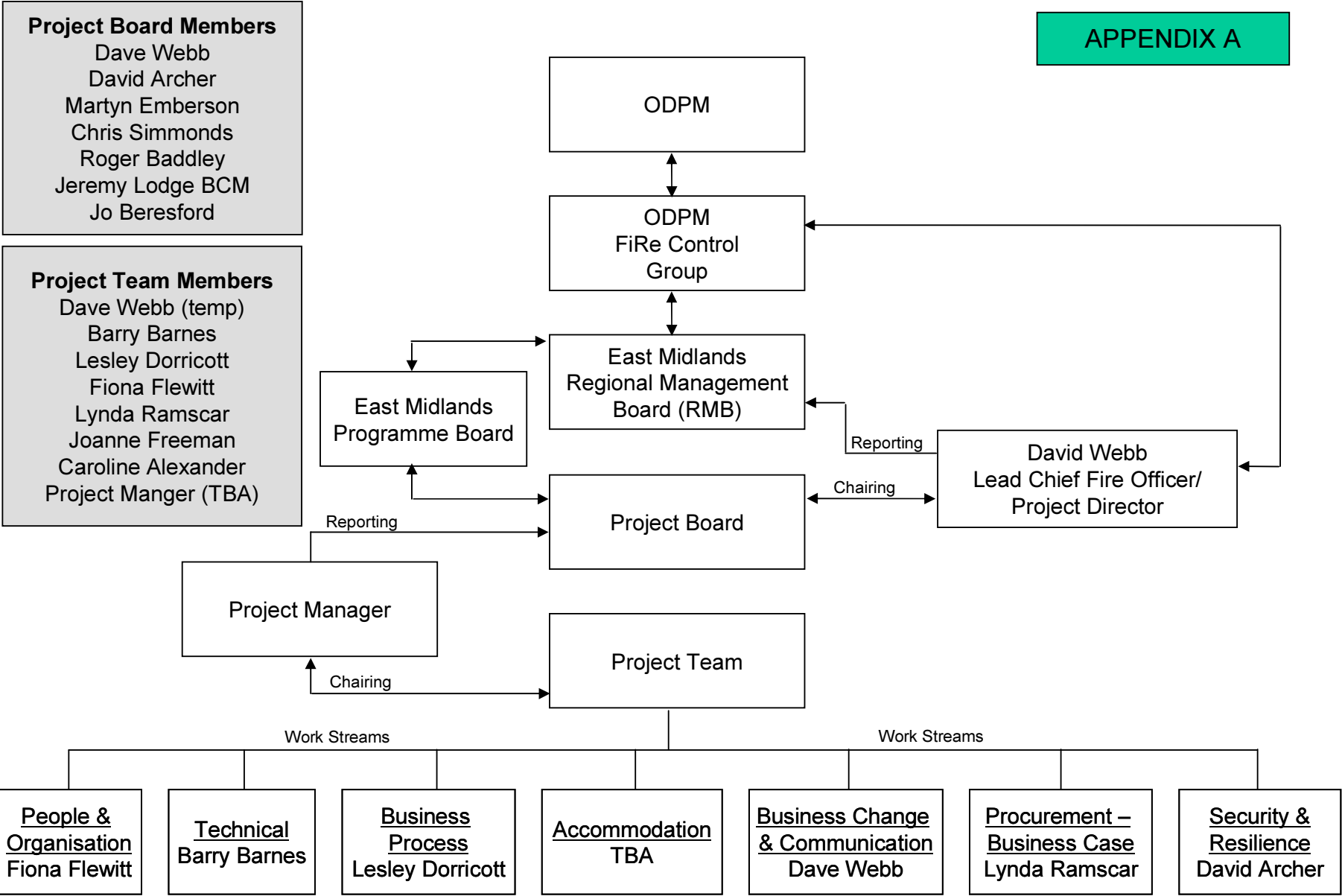
That the Authority note the contents of this report and support the appointment of the Regional Project Manager.

9. BACKGROUND PAPERS FOR INSPECTION

Mott MacDonald: The Future of Fire and Rescue Service Control Rooms in England and Wales – Update 2003
ODPM: White Paper Our Fire and Rescue Service – June 2003
Draft Fire and Rescue National Framework Document - Dec 2003
Bain: Independent Review of the Fire Service

Paul Woods
CHIEF FIRE OFFICER

APPENDIX A



LEICESTERSHIRE

FIRE and RESCUE SERVICE

REGIONAL PROJECT MANAGER

Salary circa £42,000 negotiable on experience

Fixed Term Contract minimum 2 years

The East Midlands Regional Fire and Rescue Services are preparing to amalgamate five local control functions into one.

This is a highly complex and challenging project and requires a high calibre individual with drive and determination to lead and manage the project.

You will need to have experience of managing a major project, preferably using Prince 2. You must also have knowledge of control functions within the emergency services, combined with knowledge of risk assessment, finance and procurement within the public services.

A very high level of communication skills is essential and the ability to think creatively to solve problems is also a must.

In return you will have a high degree of autonomy and able to work either from home or from any of the five Fire Service Headquarters within the region. Generous terms and conditions, including access to the Local Government final salary pensions scheme will also be available to the successful person.

Closing date for applications is 27 May 2004. It is anticipated that the interviews will take place 8 June 2004.

Please contact Human Resources on 0116 229 2064 to obtain an application pack, quoting ref: 102-0504. Alternatively email your request to tracy.fisher@LFRS.org giving your full postal address and contact telephone number.

Leicestershire Fire and Rescue Service Headquarters, Anstey Frith, Leicester Road, , Glenfield, Leicester, LE3 8HD.

Applications are particularly welcome from traditionally under represented groups including women and members of minority ethnic groups.

LEICESTERSHIRE

FIRE and RESCUE SERVICE

JOB DESCRIPTION

Post title: **Regional Project Manager**

Responsible to: **Project Director**

Job Purpose

Responsible for the delivery of a regional fire control room

Lead and manage the Regional Project Team.

Responsible for running the Fire Control project in the on a day to day basis.

Responsible for designing the appropriate management framework under PRINCE 2 methodology and for ensuring that the project is delivered within the timeframes established by the government.

Working closely with individual Fire Services and within the national project team situated in ODPM.

Accountabilities and Responsibilities:

1. Specific

- Apply PRINCE2 (East Midlands Project Management System) methodology to the regional Fire Control project.
- Deliver the required regional inputs to the gateway review process applied to the national project.
- Manage the production of the required deliverables on time.
- Manage the project team.
- Work with the national project manager to manage the input into national deliverables on time.
- Liaise with the Regional Programme Manager in relation to setting up and monitoring the project.

- Plan and monitor regional delivery of the project.
- Prepare and maintain the regional project plan and stage plans.
- Manage the regional project risks, including the development of regional contingency plans.
- Manage project budgets and report on status
- Work with the national project manager to identify project risks which jeopardise delivery of the national project within the timeframe.
- Liaise with other related regional project teams.
- Monitor overall progress and use of resources, initiating corrective measures where required.
- Manage change control and any required configuration management.
- Report to the Regional Project Director and Regional Project Board, Regional Programme Board.
- Manage reporting requirements to the National Project Board.
- Manage workstreams to implement the changes to working practices/processes, the technical solution, the people solution and the accommodation.
- Identify and obtain support and advice required for management, planning and control of the project via the Regional Programme Manager.
- Manage project administration.
- Conduct evaluation of the project to assess how well the project was managed.
- Prepare a report on the lessons learned from the project and prepare any follow on action recommendations as required.
- Liaise with appointed project assurance team.
- You may be required to work entirely or partly on other projects.

Special Features

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

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EAS FIRE and RESCUE SERVICE

PERSON SPECIFICATION

Regional Project Manager

Component	Attribute	Essential / Desirable	
Education and Training	Degree or proof of degree level ability	Essential	A
	Prince 2 project planning or equivalent	Essential	A I/V
	Management qualification	Desirable	A I/V
Experience	Experience of leading a multi-disciplinary project team	Essential	A I/V
	Proven experience of managing a major project	Essential	A I/V T
	Experience of public service financial processes, including the preparation of a business case	Essential	A I/V T
	Experience of public service procurement	Desirable	A I/V
	Experience of managing contracts, and/or contract law, commercial law and EU procurement law	Essential Desirable	A I/V
	Experience of risk assessment	Essential	A I/V
	Proven experience of working through complex problems to a satisfactory conclusion	Essential	A I/V
Knowledge, Skills and Understanding	Good understanding of emergency service control rooms	Essential	A I/V T

APPENDIX B

	Working knowledge of PRINCE2 or equivalent project management systems, this may include accreditation	Essential	A
Knowledge, Skills and Understanding cont'd	High level written skills to produce complex reports in straight forward manner	Essential	A T
	High level computer literacy	Essential	A I/V
	High level verbal communication skills	Essential	I/V T
Personal Motivation	Ability to work on own initiative and be self motivated	Essential	A I/V
	Ability to motivate others	Essential	A I/V
Personal Attributes	Ability to cope with ambiguity	Essential	I/V
	Strong interpersonal skills	Essential	I/V T
	Strong and clear Leadership skills	Essential	A I/V
	Keen drive to achieve	Essential	A I/V
	Strong negotiating and influencing skills	Essential	A I/V
	Able to deal with competing priorities	Essential	A I/V
	High level organisational skills	Essential	A I/V
Other Requirements	An understanding of equal opportunity in the workplace	Essential	A I/V

A = Application form

T = Test

I/V = Interview

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FIRE and RESCUE SERVICE

Regional Project Manager

Organisation of Control Project

