

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
date	<b>29 July 2005</b>	agenda item number

## REPORT OF THE CHIEF FIRE OFFICER

### REGIONAL MANAGEMENT BOARD

#### 1. PURPOSE OF REPORT

To provide Members with an update of the work of the East Midlands Regional Management Board (EMRMB).

#### 2. BACKGROUND

The Regional Management Board was created as a consequence of the publication of the White Paper "Our Fire and Rescue Service". Its purpose, aims and objectives are clearly laid out in the National Framework Document. Two elected Members from each of the five constituent fire and rescue authorities make up the Board.

#### 3. REPORT

3.1 The last meeting of the EMRMB was held on 16 June 2005. EMRMB meetings are open to the public. The minutes of that meeting are attached as Appendix A to this report.

3.2 Highlight reports are attached as Appendix B for information, which outline actions and progress against objectives for each workstream.

#### 4. RISK MANAGEMENT IMPLICATIONS

There are no risk management implications arising directly from this report. Members are already aware that the Office of the Deputy Prime Minister has set clear expectations against which success or failure of RMBs will be assessed.

#### 5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report. Members will be aware that there are financial implications arising from the levels of financial support required to underwrite regional projects. This is currently contained within existing budgets, however there is potential for further funding support being required for regional work. The extent of this funding is being assessed and will be presented to the Authority.

#### 6. PERSONNEL IMPLICATIONS

There are no direct personnel implications arising from this report.

**7. EQUALITY IMPACT ASSESSMENT**

An initial impact assessment has revealed there are no specific issues of equality arising from this report.

**8. RECOMMENDATIONS**

That Members note the contents of this report.

**9. BACKGROUND PAPERS FOR INSPECTION**

None.

Paul Woods  
**CHIEF FIRE OFFICER**

## Minutes of the Annual General Meeting of the EAST MIDLANDS REGIONAL MANAGEMENT BOARD

Held: Thursday 16 April 2005 at 2.00 pm at Leicestershire Fire and Rescue Headquarters, Leicester Road, Glenfield, Leicester LE3 8HD



### P R E S E N T:

Derbyshire Fire Authority  
Councillor Paul Smith

Leicester, Leicestershire and Rutland Combined Fire Authority  
Councillor Peter Roffey  
Councillor Graham Perkins

Northamptonshire County Council  
Councillor Mrs Liz Tavener

Nottinghamshire and City of Nottingham Fire Authority  
Councillor Darrell Pulk  
Councillor Brent Charlesworth

Lincolnshire County Council  
Councillor Peter Robinson  
Councillor Mrs Jean Johnson

### Officers in Attendance

Mr Bernie Cahill, CFO, Derbyshire Fire Authority  
Mr Dave Webb, CFO, Leicester, Leicestershire and Rutland Fire Authority  
Mr Mike Thomas, CFO, Lincolnshire Fire Authority  
Mr David Archer, CFO, Northamptonshire Fire Authority  
Mr Paul Woods, CFO, Nottinghamshire and City of Nottingham Fire Authority  
Mr Trevor Peel, RMB Treasurer, Leicestershire Fire and Rescue Service  
Mrs Jo Beresford, Regional Programme Manager  
Ms Marie Ensor, Press Officer

Mr Guy Goodman, Clerk to the Board, Leicester City Council  
Ms Jane Doubleday, Business Support Team, Leicester City Council  
Ms Joanne Mander, Business Support Team, Leicester City Council  
Mrs Mohsina Patel, Business Support Team, Leicester City Council

### **1. ELECTION OF CHAIR**

The Clerk sought nominations for the post of Chair.

Councillor Brent Charlesworth, seconded by Councillor Peter Robinson, nominated Councillor Peter Roffey.

There were no further nominations.

**RESOLVED:**

**that Councillor Peter Roffey be elected Chairman for 2005/06.**

COUNCILLOR PETER ROFFEY IN THE CHAIR

**2. ELECTION OF VICE-CHAIR**

Councillor Graham Perkins, seconded by Councillor Paul Smith, nominated Councillor Darrell Pulk.

There were no further nominations

**RESOLVED:**

**that Councillor Darrell Pulk be elected Vice-Chair for 2005/06.**

**3. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Richard Gerrard (Derbyshire).

**4. MINUTES OF THE PREVIOUS MEETING OF THE BOARD**

**RESOLVED:**

**that the minutes of the meeting held on 3 March 2005 be approved as a correct record and signed by the Chairman.**

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6. CORRESPONDENCE RECEIVED BY THE BOARD**

Correspondence had been received concerning attendance at the RMB Chairs' Meeting on 29 June 2005. As the newly elected Chairman Councillor Peter Roffey was unable to attend this meeting it was agreed that Councillor Darrell Pulk would attend as Vice-Chair of the Board. It was noted that a 15 minute presentation would be required to update the RMB Chairs' Group on progress. It was agreed the Clerk would prepare a briefing.

**7. OTHER BUSINESS OF THE CHAIR**

There was no other business of the Chair.

**8. BUSINESS REMAINING FROM THE LAST MEETING**

There was no business remaining from the last meeting.

**9. QUESTIONS RECEIVED UNDER STANDING ORDER 8.1**

There were no questions received.

**10. MINUTES AND REPORTS OF SUB-COMMITTEES AND PANELS**

There were no minutes and reports of Sub-Committees and Panels to receive.

11. REPORTS OF THE CLERK

11.1 MEMBERSHIP

The Board received a report from the Clerk detailing the Membership of the Board for the Municipal Year 2005/06.

**RESOLVED:**

**that the membership of the Board for 2005/06 be noted.**

11.2 APPOINTMENT OF LEAD MEMBERS

The Board received a report from the Clerk requesting nominations for Lead Members for each of the workstreams comprising the Regional Programme.

**RESOLVED:**

**that the following Lead Members for Regional Programme workstreams be appointed:**

<b>Command and Control</b>	<b>Councillor Peter Roffey</b>
<b>Procurement</b>	<b>Councillor Darrell Pulk</b>
<b>Integrated Common Services</b>	<b>Councillor Richard Gerrard</b>
<b>Resilience</b>	<b>Councillor Mrs Liz Tavener</b>
<b>Workforce Development</b>	<b>Councillor Peter Robinson</b>

11.3 CORPORATE GOVERNANCE

The Board received a report from the Clerk which outlined the six principles of the Good Governance Standard. It was agreed that as the Board was a collaboration of the five Fire Authorities the Standard should be adopted so that the Board could ensure governance issues were not neglected and the Board's performance could be audited against it.

**RESOLVED:**

- 1. that the Board should adopt the Good Governance Standard**
- 2. that the Clerk should undertake an audit of the Board against the Standard and report his findings to the Board Meeting on 8 December 2005.**

11.4 ANNUAL REPORT 2004-05 & BUSINESS PLAN 2005-06

The Board received the Annual Report and Business Plan from the Clerk.

The Board were advised that this was in the draft stage and had been prepared by the Clerk, the Treasurer and the Regional Programme Manager. It had been prepared in a manner that would be easily accessible for members to use and a quick reference guide for the public and stakeholders.

The Board discussed the method of circulating the Annual Report and Business Plan to stakeholders and the public as hard copies and on the website when it became available. It was felt that as much information as possible about the work of the Board should be put into the public domain.

**RESOLVED:**

- 1. that the Draft Annual Report 2004/05 and Business Plan 2005/06 be approved**
- 2. that suggestions from members for a distribution list of the finalised document should be emailed to the Clerk and then a decision could be made concerning this ,in consultation with Chairman and Press Officer, and the Board notified in due course.**

**11.5 DATES OF BOARD MEETINGS AND PROJECT BRIEFINGS**

The Clerk submitted a report advising the Board of the dates of the Board Meetings for the remainder of the Municipal Year 2005/06 and of the arrangements for the Project Briefings to take place in this year. The Clerk was now able to report that the Project Briefing for Resilience would be held at Northamptonshire on 16 February 2006. The date for the Briefing at Derbyshire was yet to be arranged.

The Project Briefings were to be informal and papers would not normally be circulated prior to the Briefing. The Briefings would commence at 2.00 pm with lunch provided at 1.30 pm. Information regarding the first Briefing at Lincolnshire on 21 July would be circulated towards the end of June. Members were requested to indicate whether they would be attending the Briefing or not so that domestic arrangements such as catering, parking and room bookings could be made.

The Chairman proposed that it would be beneficial for at least one representative from each Authority to attend the Briefings. Substitutes would not be appropriate.

The Clerk recommended that a training session for members of the Board be arranged. The Board agreed that this should be held at 11 am prior to the Board Meeting on Thursday 8 September. The training would cover Programme Management issues.

**RESOLVED:**

- 1. that the report be noted.**
- 2. that Programme Management training be put in place and members notified accordingly**

**11.6 INCREASED DELEGATION TO THE BOARD**

The Board received a report from the Clerk advising them of the outcome of their request to the Constituent Fire Authorities for increased delegated powers. As each of the five Constituent Fire Authorities have given their consent the Board now has the increased powers that it had requested.

**RESOLVED:**

**that the report be noted.**

**11.7 VERBAL REPORT FROM JAMES ASHTON (CHAIRMAN OF THE BOARD 2004/05)**

The Board received a verbal report from James Ashton who had attended a meeting of the ODPM e-Fire Steering Group whilst still the Chairman of the Board. It was, therefore, agreed that he should address the Board especially to brief members before the meeting of the Fire Forum on 17 June 2005.

e-Fire would mean the creation of a national website for ODPM and all Fire and Rescue services. This would enable vacancies in Fire and Rescue Services to be advertised nationally and links made to the websites of each Fire and Rescue Service in England. ODPM would like the website to be up and running in two years time.

There were two issues raised concerning the website. Firstly the ownership of the website and secondly taxonomy which meant using the same words to mean the same things. It was suggested that a lead member was chosen as a representative rather than five separate members. The Chairman suggested that a member from Nottinghamshire Fire and Rescue Authority should lead. The Board felt that it required more information on the subject.

**RESOLVED:**

**that more information should be obtained and that this matter should be put to the next meeting of the Board.**

12. REPORTS OF THE TREASURER

The Board received a report from the Treasurer advising that as a joint committee the Board is required to have an external auditor. Price Waterhouse Coopers LLP had now been confirmed in the role of External Auditor. The cost of this external audit is likely to be minimal but the Board will be advised once it is known.

**RESOLVED:**

**that the report be noted.**

13. REPORTS OF THE CHIEF FIRE OFFICERS OF CONSTITUENT AUTHORITIES

13.1 COMMAND & CONTROL WORKSTREAM - REGIONAL CONTROL CENTRE

The Chairman advised that he had received a request from representatives of the Lincolnshire and Leicestershire Fire and Rescue Services Control Rooms to address the Board regarding the Regional Control Centre proposals. The Chairman explained that he would allow the speaker three minutes to address the Board.

Deborah Robinson of the Lincolnshire Fire and Rescue Service read a statement to the Board on behalf of the Lincolnshire and Leicestershire Fire and Rescue Service Control Rooms.

The statement asked that the Board consider their concerns about the Regional Control Centre project and the loss of jobs that may be incurred. Reference was made to the £1 billion excess that would now be likely for the project to go ahead and that ODPM acknowledged that there was a high risk of the project failing and that individual Fire and Rescue Services would have to pick up the cost of this failure.

It was felt that local control rooms had highly efficient operators that had other skills that they brought to their work. A Regional Control Centre would reduce the efficiency of the system and therefore safety standards.

ODPM had not considered the impact of this project on people's lives as there was a possibility of 600-1500 staff losing their jobs.

Chief Fire Officer Webb responded to the representation but there were a couple of areas that he could not respond to as he was unclear as to where the information used by Deborah Robinson had come from.

- a) The high risk commented on by Deborah Robinson was in fact an indication in the ODPM business plan that total failure of the project would of course be a high risk and was not a suggestion that the project was at high risk of failure.
- b) The staff numbers referred to by Deborah Robinson were the total number of staff currently employed in Control rooms whereas the projected final number for the RCC's did not take account of the staff that would have to be employed to undertake work "out of scope" of the regional control centres. It was therefore not an accurate representation to suggest that the job losses would be as high as indicated.

The Chairman thanked the speaker for the representation and explained that the Board had endorsed the project but with caveats. The Board felt that it must be the way forward and that there would be nothing to achieve by opposing the introduction of the Regional Control Centre.

Chief Fire Officer Webb submitted a report to the Board concerning the progress of the FiReControl project. There had still been no notification of the location of the Control Centre although this had been promised by ODPM for Spring 2005. CFO Webb indicated his disappointment that there had been no announcement to date and that there had already been several postponements of this. CFO Webb had contacted the ODPM but had not yet received a response. As soon as an announcement was made all staff across the region would be notified immediately.

The Firelink project had been delayed by six months and this would therefore lead to a delay in the FiReControl project as they were interdependent. The Board were advised that the report was therefore not totally positive.

The Chairman hoped that there would be a quick decision made by ODPM to ease the uncertainties of control centre staff but as the Board had no control over ODPM there was unfortunately little that could be done to alleviate this uncertainty.

**RESOLVED:**

**that the report be noted.**

## 13.2 PROCUREMENT WORKSTREAM – PROJECT ARRANGEMENTS

Chief Fire Officer Thomas submitted a report to the Board with a draft Procurement Strategy as Appendix 1. This had been re-drafted in line with the National Procurement Strategy with a greater focus on the early years targets and strategy. The Board was asked to approve the draft which establishes a Regional Procurement Board. It was hoped that with the strategy in place that performance and efficiency would improve in line with the National Procurement Strategy.

CFO Thomas informed the Board that regular reports on the performance of the Regional Procurement Board would be submitted to the RMB.

**RESOLVED:**

**that the report be noted.**



### 13.3 PROCUREMENT WORKSTREAM – PROJECT ARRANGEMENTS

Chief Fire Officer Thomas submitted a report to the Board with a draft Procurement Strategy as Appendix 1. This had been re-drafted in line with the National Procurement Strategy with a greater focus on the early years targets and strategy. The Board was asked to approve the draft which establishes a Regional Procurement Board. It was hoped that with the strategy in place that performance and efficiency would improve in line with the National Procurement Strategy.

CFO Thomas informed the Board that regular reports on the performance of the Regional Procurement Board would be submitted to the RMB.

#### **RESOLVED:**

- 1. that the report be noted and the Regional Procurement Strategy be approved**
- 2. that the establishment of the Regional Procurement Board be approved**
- 3. that Councillor Darrell Pulk was appointed as Lead Member to sit on the Board.**
- 4. that the Next Steps outlined in the strategy were agreed**

### 13.4 INTEGRATED COMMON SERVICES WORKSTREAM – JOINT PARTNERSHIP FORUM

Chief Fire Officer Woods submitted a report to the Board with an update on the progress of the Joint Partnership Forum and a copy of the Constitution at Appendix 1

Although the Fire Brigades' Union had chosen not to be represented at the inaugural meeting of the Joint Partnership Forum it was hoped that they would attend subsequent meetings.

#### **RESOLVED:**

**that the report be noted.**

### 13.5 WEBSITE

Chief Fire Officer Woods submitted a report to the Board on the progress of the Board's website development with an offline presentation of the website.

The Chairman congratulated Marie Ensor, Press Officer, and all those involved in the development of the website, for the work that has been done so far. The Chairman hoped that the website would give open access to the public for all Board matters. The website could now be developed from the basis that had already been set up. Members agreed that there had been good progress with the website and expressed an interest in a question and answers link and a search facility which has yet to be included. It was also anticipated that agendas and minutes of the Board's meetings would be included on the website. Jo Beresford, Programme Manager, suggested that a page be included for Regional projects.

The Press Officer notified the Board that the newsletter was close to production now that the photographs of Board Members had been taken. However there were still two items of information to be received before it could be sent out.

It was hoped that the website would go live as soon as possible and the Press Officer would report back to the Chairman when a date had been agreed.

**RESOLVED:**

**that the report be noted and that production of the website continue.**

13.6 RESILIENCE WORKSTREAM – PROJECT ARRANGEMENTS

Chief Fire Officer Archer submitted a report to the Board identifying the current strands of regional work and activities and also recommending how the work can be taken forwards to ensure each of the five FRAs discharge their responsibilities effectively and efficiently.

Members of the Board were informed that the new projects are incurring additional expenditure and therefore there are financial implications involved. The Board was asked to approve the appointment of a Programme Manager at Area Manager Level . The Board requested clarification of the cost of this appointment over a two year period as there were concerns about this commitment. CFO Archer explained that it was necessary to appoint for two years as it would require this length of time to ascertain what was required and there was no spare capacity to bring all the work together.

The Chairman proposed that as this was a major workstream it was essential to appoint at this level if the work was to move forward.

**RESOLVED:**

- 1. that the report be noted and that a Programme Manager be appointed at Area Manager Level**
- 2. that Gershon efficiencies, relevant to this project, be identified in each FRA by the Programme Manager**
- 3. the draft PID – Phase 2 be approved**

13.7 WORKFORCE DEVELOPMENT WORKSTREAM – PROGRESS REPORT

Chief Fire Officer Cahill submitted a report to the Board detailing the progress and future development of a regional recruitment policy and the possibility of electronic recruitment.

The Board were advised that a full business case for Regional Recruitment would be available once it had been agreed by the five FRAs and that a report would be submitted to the Board in the next couple of months. It was hoped that Regional Recruitment would be in place by September 2005.

CFO Cahill asked the Board to approve the continued employment of the Project Manager for a further year. The salary of the Project Manager for this further year had already been included in the budget.

The Chairman congratulated CFO Cahill on the good progress of the project.

**RESOLVED:**

- 1. that the report be noted**
- 2. that the Project Manager continue in employment for 2005/06.**

13.8 REGIONAL COLLABORATION IN FIRE SAFETY ACTIVITIES

Chief Fire Officer Webb submitted a report to the Board requesting that approval be given for the establishment of a Regional Work Stream so that consistency be maintained across

the region in the light of new legislation. It was felt that collaboration was the best way forward rather than individual FRAs enforcing the legislation.

Members of the Board made reference to the fact that this was not formally a Regional project and it was not within the National Framework. However it was felt that it would improve the quality of the service for the region and would therefore be beneficial.

The Chairman suggested that as this was a legal requirement and in the spirit of the Board's collaborative approach that some finance could be made available under the workstream of CFO Woods. The Regional Programme Manager agreed that this was the best way forward. Members agreed that it should be incorporated into the Regional Programme and that it would be co-ordinated by Howard Robinson.

The Clerk indicated that the Business Plan would need amending in the light of this inclusion.

**RESOLVED:**

- 1. that the paper be noted**
- 2. approval be given to wider regional collaboration in Fire Safety activities and this work to be added to the Integrated Common Services workstream**
- 3. approval be given to the establishment of 5 work streams**
- 4. approval be given to the co-ordination through the CFOA Regional Fire Safety Committee.**

14. CONSIDERATION OF MOTIONS TABLED BY MEMBERS

There were no motions tabled by members.

15. CLOSE OF MEETING

The Chairman declared the meeting closed at 4.20 pm.

**EAST MIDLANDS FIRE AND RESCUE SERVICE**  
**REGIONAL MANAGEMENT BOARD**

**PROGRAMME HIGHLIGHT REPORT – April 2005**

<b>WORKSTREAMS:</b>	<b>RESILIENCE</b>	-	<b>New Dimensions Civil Contingencies</b>
	<b>TRAINING</b>	-	<b>Work Force Development</b>
	<b>INTEGRATED COMMON SERVICES</b>	-	<b>Regional Human Resources Regional Finance Regional Fire Investigation</b>
	<b>PROCUREMENT</b>	-	<b>Regional Procurement</b>
	<b>COMMAND AND CONTROL</b>	-	<b>Regional Control Centre Firelink</b>

**An overview of the current programme being supported by the Regional Programme Manager**

WORKSTREAM/PROJECT	CURRENT STATUS
<b>WORKSTREAM - RESILIENCE</b>	
<p><b>PROJECT – New Dimensions</b> Project Manager - Mr. Steve Quincey</p> <p><b>Project Overview:</b></p> <p>Whilst all Fire Services in the UK are recognised as being prepared and capable of dealing with most types of incidents, including major incidents, the tragic events of September 11<sup>th</sup> have highlighted potential incidents on a previously unconsidered scale.</p> <p>With the above in mind the project was set up to prepare, establish and be ready to implement co-ordinated, compatible, regional procedures, plans and operational working processes to affect a rapid response to single and multiple large-scale CCBRN emergencies.</p>	<ul style="list-style-type: none"> <li>• Funding levels announced by ODPM for Brigades training provision for Mass Decontamination and interim USAR capabilities for 2004/05.</li> <li>• East Midlands protocol produced for Hazardous Substance Detection, Identification and Monitoring Equipment. 15 Officers trained across the Region. Full capability imminent. East Midlands protocol to be adopted as National standard.</li> <li>• First High Volume Pump in the Region delivered to Derbyshire to be operationally available from Buxton Fire Station on completion of staff training April 05.</li> <li>• Leicestershire and Lincolnshire Brigades selected by ODPM to operate full Urban Search and Rescue capability commencing June 05. Both Brigades currently operate an interim response.</li> <li>• Completion of Forklift training and qualification of all relevant personnel across the Region.</li> <li>• Completion of Forklift Assistant/ Banksman training to nominated personnel.</li> <li>• Completion of Mass Decontamination training to Core Response Crews across the Region.</li> <li>• 6x Incident Response Units made operational across the Region.</li> <li>• Completion of Mass Decontamination Awareness Training to all operational personnel across the Region.</li> <li>• Achieved 13 CBRN Gold Command trained Officers and 22 Silver Command trained Officers across the Region.</li> <li>• Completed 90% of CBRN Site Specific Risk Assessments with relevant tactical information produced.</li> <li>• 2x Interim Search and Rescue Units made operational for the Region.</li> <li>• Achieved Specialist Rescue Team status at Southern Station, Leicestershire.</li> <li>• Completed Urban Search and Rescue risk assessments across the Region.</li> </ul>

- Determined Urban Search and Rescue deployment strategy for the Region.
- Completed National training of 15 Officers to operate HazMat Identification and Monitoring equipment.
- Developed local forum for HazMat Identification Officers (CBRN Advisors).
- Locally completed Flammability and Gas Detector equipment, Radiation Survey Meters, and Electronic Personal Dosimeter training of 15 CBRN Advisors.
- Produced Regional Guidance and Policy Document on the use of Detection, Identification and Monitoring Equipment. (Adopted as National Guidance).
- Achieved full operational Capability of HazMat Detection, Identification and Monitoring Equipment for the Region.
- Completed Regional risk assessments for High Volume Pumping Capability.
- Completed National HVP Instructor training to 6 Derbyshire Officers.
- Commenced HVP Operator training to Buxton Fire Station personnel.

**Below are the proposed activities for this year:**

- Determine High Volume Pump deployment strategy for the Region.
- Carry out National HVP Instructor training and local Operator training to relevant personnel across the Region.
- Achieve operational availability of all HVP's in the Region.
- Carry out HVP Vehicle familiarisation and awareness training to all operational personnel across the Region.
- Deliver National Standard Level 1 Water Awareness training to all operational personnel across the Region.
- Complete Water Rescue risk assessments for the Region.
- Determine New Dimension Water Rescue deployment strategy for the Region.
- Carry out National level 4 and 5 Water Rescue training to strategic teams.

	<ul style="list-style-type: none"><li>• Achieve operational Capability for Water Rescue and Flood Resilience Teams.</li><li>• Deliver specific and awareness training on frontline equipment including Argos 3 Thermal Image Cameras and Rados 200 Radiation Surveymeters.</li></ul>
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WORKSTREAM/PROJECT	CURRENT STATUS
<b>WORKSTREAM - RESILIENCE</b>	
<p><b>PROJECT – Civil Contingencies</b> Project Manager – Mrs. Vanessa Middlemiss</p> <p><b>Project Overview:</b></p> <p>The new Civil Contingencies Bill (CCB) 2004, which will be confirmed in the resulting Act of Parliament, defines the Fire &amp; Rescue Services as a category one responder. There are specific duties/responsibilities under the Act, a précis of which covers:</p> <ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Emergency planning, training and plan validation</li> <li>• Sharing information</li> <li>• Inform and warn</li> <li>• Cooperation and joint working</li> <li>• Business/service continuity management</li> </ul> <p>With the above in mind the project was set up to one - Assess the implication of the Civil Contingencies Act and associated regulations and guidance on the East Midlands Fire Services and identify any deficiencies, which will require further consideration and action.</p> <p>Two – to developed and implemented a Civil Contingencies process throughout the East Midlands Region.</p>	<ul style="list-style-type: none"> <li>• The Civil Contingencies Act regulations and associated guidance were published on the 9 December 2004.</li> <li>• Completed extensive reading of the CC Act, regulations and associated guidance</li> <li>• Interviewed all 5 Fire Services to assess current status</li> <li>• Completed a gap analysis on the East Midlands Fire Services</li> <li>• Produced a draft recommendation report for perusal and approval by the Regional Resilience Board</li> <li>• Recommendation report was approved by Regional Resilience Board and Regional Management Board.</li> <li>• Developing a paper for Regional Management Board to request resource and approval to continue with Phase 2 of the Project Implementation.</li> </ul>



PROJECT/PROJECT MANAGER	STATUS
<b>WORKSTREAM: TRAINING</b>	
<p><b>PROJECT – Work Force Development</b> Project Manager – Mr. Alan Richmond</p> <p><b>Project Overview:</b></p> <p>In 1997, a Competence Framework for the Fire Service was issued to every local authority fire brigade in the United Kingdom under Fire Service Circular 15/97 and Scottish Office Circular 1/98. These documents advised brigades and fire authorities of the decision to introduce a national ‘Training for Competence’ framework within the fire service.</p> <p>With the above in mind the project was set up to introduce and develop Work Force Development as a culture within East Midland Fire Services, to all staff regardless of role or function, implement and support full Personal Organisational Development and a full Performance Management System into the Fire Services in the East Midlands region.</p>	<ul style="list-style-type: none"> <li>• A consultation plan has been produced in line with current regional template.</li> <li>• Skills Analysis for Roles – Firefighter analysis is complete based on the Development programme. Further analysis of other roles is outstanding.</li> <li>• Regional Role Descriptions are complete national work is on going to produce Person Specs.</li> <li>• <b>Development Programme for All</b> Firefighter Trainee Course timetable now produced – work needs to be progressed on the production of course content (March 2005) Ff Phase II programme in use in the region Scottish supporting packages ready for circulation by beginning May 2005 e-learning modules (Scotland) for CFS and A1 Assessor have been purchased by FRSs in the region Crew Manager/Watch Manager Development Programme framework produced – national work ongoing in to mapping of NOS to ILM qualifications</li> <li>• <b>Development Structure for Personal &amp; Organisational Development</b> Regional involvement in National mapping work for Supervisory Management programmes Investigation of suitability of ILM &amp; CMS/DMS for Supervisory and Middle Management programmes.</li> <li>• <b>Support for staff undertaking Development Programmes</b> Resourcing needs to be allocated to enable appropriate levels of mentors and trainers to be available to those on development programmes</li> <li>• <b>Assessment &amp; Development Centre</b> East Midlands Regional ADC Process complete – signed off at Project Board and a Regional business case for regional rollout of national toolkit forthcoming.</li> <li>• <b>Training of Assessors to carry out the ADC</b> Lead assessors for national toolkits being trained – implementation plan for regional roll out of national toolkit forthcoming.</li> </ul>

PROJECT/PROJECT MANAGER	STATUS
	<ul style="list-style-type: none"><li>• <b>Recruitment</b> – A Working group, working on regional guidance for the recruitment and a Regional Policy group has been formed.</li><li>• <b>Performance Appraisal System</b> A system is currently being piloted in Notts – the results of which will be available to inform a generic model for the East Midlands.</li></ul>

PROJECT/PROJECT MANAGER	STATUS
<b>WORKSTREAM: INTEGRATED COMMON SERVICES</b>	
<p><b>PROJECT – Regional Human Resources</b> Project Manager – Mrs. Gina Turner.</p> <p><b>Project Overview:</b></p> <p>The White Paper and National Framework documents set clear expectations for Regional Management Boards to deliver outcomes relating to Human Resource functions. Within the Framework document there are detailed expectations that Fire and Rescue Authorities should, through Regional Management Boards implement a regional HR strategy.</p> <p>With the above in mind the project was set up to identify and implement the most efficient &amp; effective means of delivering HR functions on a regional basis.</p> <ul style="list-style-type: none"> <li>• The production of a regional HR strategy</li> <li>• The anticipation of HR resources policy &amp; procedures in the region</li> <li>• The production of integrated HR protocols allowing for shared HR services</li> <li>• Secure opportunities for improvement in the provision of HR function.</li> </ul>	<ul style="list-style-type: none"> <li>• Baseline audit of existing provision within each service is now complete</li> <li>• Summary report finalised of position across the region</li> <li>• Product descriptions have been finalised for each area activity</li> <li>• Progress on provision &amp; timescales for completion of each product indicates some ‘deliverables’ available in the short term, and clear timescales have been set for outcomes in each of the product areas</li> <li>• Draft strategies including: Grievance, Work/Life Balance, Diversity and Discipline will go the ICS Programme Board for approval in May 2005 and then to the RMB in June 2005.</li> </ul>

PROJECT/PROJECT MANAGER	STATUS
<b>WORKSTREAM: INTEGRATED COMMON SERVICES</b>	
<p><b>PROJECT – Regional Finance</b> Project Manager – Mr. Neil Timms</p> <p><b>Project Overview:</b></p> <p>The Regional Management Board has determined that one of the support service areas to be examined with a view to creating a regional solution is the provision of financial services.</p> <p>Therefore the project was initiated to consider the scope for such regional solutions and propose a range of options for consideration by the board. The primary deliverable for the project will be a report to the Regional Management Board setting out options for improving the provision of financial services to each of the regional services.</p>	<ul style="list-style-type: none"> <li>• Baseline assessment of existing provision is now complete including consideration of existing models</li> <li>• Meetings have taken place with South Yorks FRS and the Treasurer of South Yorks Joint Secretariat to consider the secretariat model and examine strengths and weaknesses</li> <li>• A `Questionnaire has been prepared for data gathering in terms of financial structures, staffing and costs across the region and sent out.</li> <li>• The process has begun of writing exploratory papers to allow project participants to consider the range of options and possible governance arrangements/difficulties</li> <li>• The project has experienced nearly four months slippage due to CPA and finance activities connected with end of year.</li> </ul>

PROJECT/PROJECT MANAGER	STATUS
<b>WORKSTREAM: INTEGRATED COMMON SERVICES</b>	
<p><b>PROJECT – Regional Fire Investigation</b> Project Manager – Mr. Chris Smith</p> <p><b>Project Overview:</b></p> <p>The Project has been initiated to develop and implement a robust, dynamic regional fire investigation system to support the key corporate strategic issues and the requirements of service delivery of the region. The system must be capable of:</p> <ul style="list-style-type: none"> <li>• Providing and implementing a timely, appropriate and relevant provision of response for investigating fires that is standard across the East Midlands.</li> </ul> <p>Providing and implementing a means for provision of consistent and valid data to improve the scale and accuracy of information and knowledge held, facilitate internal data sharing, provide efficient data asset management and remove duplication of data entry, and providing and implementing a means for developing and continuously improving the performance of delivery.</p>	<ul style="list-style-type: none"> <li>• A current position report has been produced and signed off by the Integrated Common Services Board (ICS Board), which concludes Phase 1 of the project.</li> <li>• The way forward in line with Phase 2 of the project was agreed by the ICS Board and commenced in March.</li> <li>• A National Forum has been established for Fire Investigation, the first meeting took place on the 3 March 05, at the meeting activities were allocated. EM took on the activity of Multi Agency working and it implications. The outcome of the activity will be a Memorandum of Understanding being adopted between Police Fire and Scientific Support.</li> <li>• The project team meet in March at the meeting they invited Police and Scientific support members, Notts guidance will be adopted in line with joint working practices.</li> <li>• Funding issues are still to be resolved with regards to the funding of a Fire Investigation dog.</li> </ul>

PROJECT/PROJECT MANAGER	STATUS
<b>WORKSTREAM: PROCUREMENT</b>	
<p><b>PROJECT – Regional Procurement</b> Project Manager – Mr. Edward Pratt</p> <p><b>Project Overview:</b></p> <p>The Project has been initiated to identify and implement the most efficient &amp; effective means of delivering procurement on a regional basis, that complements appropriate national and local procurement.</p> <ul style="list-style-type: none"> <li>• The production of a regional Procurement strategy</li> <li>• The production of regional policy &amp; procedures</li> <li>• Realisation of regional procurement opportunities through alignment of needs and timescales</li> </ul>	<ul style="list-style-type: none"> <li>• The Project Initiation Document was approved and signed off at the Regional Procurement Programme Board on the 22 April 2005. It will go for final approval at RMB on 16 June 2005.</li> <li>• The Consultation/Communication plan has been approved and signed off by the board.</li> <li>• Critical Product Descriptions have also been signed off by the board.</li> <li>• The Procurement Strategy for the East Midlands Region is currently being developed and will go to RMB in June 2005.</li> </ul>

PROJECT/PROJECT MANAGER	STATUS
<b>WORKSTREAM: COMMAND AND CONTROL</b>	
<p><b>PROJECT – Regional Control Centre</b> Project Manager – Mr. Derek Smith</p> <p><b>Project Overview:</b></p> <p>The FiReControl Project, led by the ODPM, has been set up to deliver an integrated, networked, standard, fire and rescue control service at a regional level in England.</p> <p>The overall goal of the Project is to implement an effective Control Centre within the East Midlands Region to support the local service delivery and critical national infrastructure. Which will as a minimum maintain current levels of service to all stakeholders and introduce improvements to the operational service to the public.</p>	<ul style="list-style-type: none"> <li>• Development of regional project structures, including board and team with representation on each from each of the constituent FRS' has been set up.</li> <li>• Development of regional control centre (RCC) business processes are currently being produced.</li> <li>• The Region have and are contributing to national accommodation procurement strategy.</li> <li>• Development of RCC organisational design is complete.</li> <li>• Stakeholder management and communications strategy has been produced.</li> <li>• Draft business continuity plans have been produced.</li> <li>• Development of national convergence agenda is underway.</li> <li>• Planning for the management of regional “out of scope” processes within FRS' is being undertaken.</li> <li>• There is still insufficient national guidance on regional planning and none delivery has impacted on progress across all regions.</li> <li>• Resourcing of the project is challenging; whether project activity is construed as routine business or treated as a “new burden”. The latter attracts financial resource from central government.</li> <li>• There is a need to develop a core team, most of whom should be working full time on the project. Part-time working results in conflicts of interest between parent FRS' and the project.</li> </ul>

PROJECT/PROJECT MANAGER	STATUS
<b>WORKSTREAM: COMMAND AND CONTROL</b>	
<p><b>PROJECT – Firelink</b> Project Manager – TBA</p> <p><b>Project Overview:</b></p> <p>In March 2002 the Fire Service Minister Alan Whitehead gave the go-ahead to the procurement of a national radio communications system for the Fire Service in England and Wales. This system will enhance the capability of the Fire Service and allow it to meet the new radio interoperability requirement agreed by the primary emergency services.</p> <p>The Project has been named Firelink.</p>	<ul style="list-style-type: none"> <li>• Firelink is due to be delivered in the last quarter of 2006/7, corresponding closely with the anticipated roll-out of Regional Control Centres.</li> <li>• The initial provision of core elements will be funded centrally. The core elements included in this central funding include: - <ul style="list-style-type: none"> <li>National infrastructure</li> <li>Radio sets</li> <li>Train the trainer training.</li> </ul> </li> <li>• LFR has chosen fixed sets for all appliances and hand portable sets for all cars in the fleet and for FDS officers, thus hopefully removing the need for additional contact devices for the future.</li> <li>• At a recent seminar in Northampton with Firelink representatives it was clarified that Firelink would be installed into existing controls prior to RCC's going live and then be installed in new RCC's.</li> <li>• Some significant work will need to be undertaken in the preparation for roll out. Not least of which will be fleet-mapping to ensure that the appliances are not part of a 'all-informed' group unless they are allocated to the incident. On a single Service basis fleet-mapping will be complex, but as we are now moving onto a regional and national plane the difficulties will be magnified. A business case is currently being developed to scope the exercise, including an assessment impact, costings, structure/resources required. The business case will go to RMB in June 2005 for approval.</li> <li>• Firelink is supplying all the hardware for MDT's and the replacement wide area radio network and RCC Project is supplying all the software. At this time RCC is not yet clear on what those software systems will be. Whilst we need to be alert to possible costs and consequences the final pictures will not come into clearer focus for some time.</li> <li>• Nationally the project position is the tender process is underway. The two bidders at this point in time are Airwave and EADS Cogent. Best and final offers is anticipated end of June early July 2005</li> </ul>