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MEMBERS' CIRCULAR 22/07

30th July 2007

To: Regional Representatives, Branch Secretaries and FRS Contacts

FOR THE ATTENTION OF ALL MEMBERS

FiReControl Project — Transition Governance — Roles & Responsibilities

The FiReControl project has now entered its implementation stage in preparation for transition from 46 Fire & Rescue Authority control rooms to 9 new regional control rooms. All Fire and Rescue Authorities have received a request from the Under Secretary of State for the Department of Communities & Local Government that they:

1. confirm that they understand the principles of transition governance during the implementation phase of FiReControl
2. can provide assurance that management structures are in place that can support those principles

Furthermore Authorities have been requested to complete the paper RPT 0697 and return it to Clive Betts, Director of Fire & Resilience, Communities and Local Government, by 16th July 2007.

A Copy of the paper is attached at Appendix A.

Members are reminded that information relating to RCC's is displayed on our website at:

<http://www.fireofficers.org.uk/RCCs.asp>

Annex 1 (revised [date])

RPT0697 — FiReControl Transition Governance, Roles and Responsibilities — Response Template (please return both pages, attached together, in response)

Responses should be sent, by 16th July 2007, to:

Peter Betts,
Director of Fire & Resilience,
Communities and Local Government, 9th Floor,
Eland House,
Bressenden Place,
London
SW1E 5DU.

Chairs of FRAs, with the agreement of their FRA as a whole, are requested to confirm that they understand the principles set out in the paper RPT0697 — Transition Governance, Roles and Responsibilities and that they will ensure that their management structures can support these principles.

This agreement is being signed by the FRA on the understanding that CLG are solely requesting, at this stage of the project, confirmation that its FRS already has adequate project management structures or will ensure such structures are in place no later than the end of September 2007.

It is noted that, at this stage of the project, no FRA commitment is being made with regards to meeting project milestones previously communicated. However, the FRA is currently developing a detailed transition plan with the objective of seeking to meet the critical checkpoint, gate and cut over dates as advised.

Principle	Paragraph reference
Accountabilities and responsibilities within local and regional project structures will be aligned with lines of authority to enable individuals to fulfil the requirements of their role, eg project managers will have appropriate control over budgets, FRS resources and timescales for delivery of activities	18
There will be a single point of contact, with responsibility for leading on delivery and assurance of FiReControl preparations within the FRS — the CFO or a nominated Principal Officer. This implies no legal accountability or personal liability on the part of this individual.	19
There will be a single point of contact, with responsibility for leading on delivery and assurance of FiReControl preparations at RCC level — the RCC Director, representing the RCC Company Board, or a nominated member of the Board. This implies no legal accountability or personal liability on the part of this individual.	19
Each FRA is accountable for the preparations for and transition of its FRS at the local level	21

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The RCC Company (LFEPAs in London) is accountable for the preparations at the RCC	22
FRAs are responsible for defining their local project governance and management arrangements	23
RCC Companies, when set up, will be responsible for the regional project governance and management arrangements relating to RCC establishment activities. Until the companies are in place, regional project teams will undertake this work	23
If relevant to existing regional structures, FRAs, through CFOs and regional Project Boards, need to inform or consult with RMBs within the terms of their constitutions on issues which are relevant to FiReControl and require a coordinated input across the region that no individual FRA can implement	24
Responsibilities for coordinating contractor delivery will be devolved to the regions and FRSs with appropriate reporting through to the national team	26
Responsibilities for providing assurances will fall across all parties	28
Clear project communication and reporting lines will be established within an FRS, and from an FRS through to the FRA, regional and national teams	30
All communications between the FRS and the national team must take place via the regional teams to ensure a common and consistent understanding is achieved across the teams.	30
There will be clear escalation routes established within an FRS, and from an FRS through to the FRA, regional and national teams, including the wider CLG environment.	31
All escalation between the FRS and the national team must take place via the regional teams to ensure a common and consistent understanding is achieved across the teams.	31
The region will use the Unicorn tool for reporting to the national team	16
The FRS will use the Unicorn tool for reporting to the national team via the regional team, unless the regional team are undertaking the reporting on behalf of the FRS	16

I, _____ confirm that I, as Chair of the Fire & Rescue Authority,

_____ (name of Authority), confirm that my Authority's

management structures:

- (a) already actively support the principles above, or
- (b) will actively support these principles by 30th September 2007.

Please delete either (a) or (b) above as appropriate.