



THE WELSH FIRE & RESCUE SERVICES' NATIONAL ISSUES COMMITTEE

ESTABLISHING DOCUMENT

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

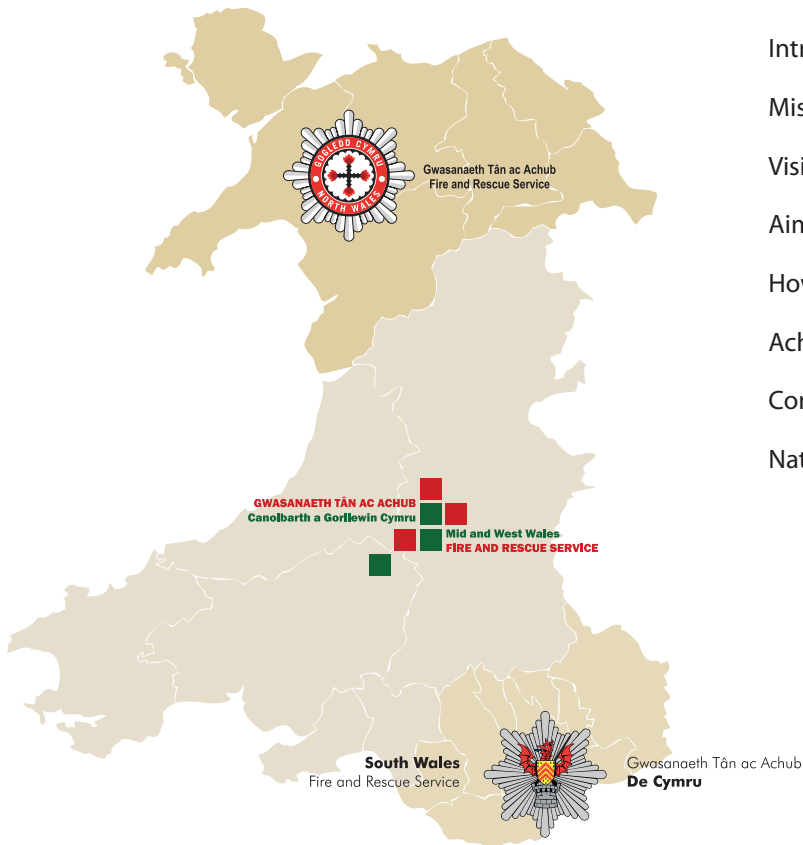


Gwasanaeth Tân ac Achub
Fire and Rescue Service

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Introduction

The Welsh Fire and Rescue Services' National Issues Committee (NIC) was established in 2012 to further improve collaborative working, service delivery and sustained service improvement.

The NIC has been established with:

- Clear aims and objectives
- Powers that are appropriate to those aims and objectives
- The intent to develop plans for meeting the requirements in each of the key areas; and
- Sufficient capacity - both resources and expertise to deliver those plans once developed.

The Combined Fire and Rescue Authorities of Mid and West Wales, North Wales and South Wales will make up the NIC.

The NIC will work to demonstrate evidence to meet the requirements in each of the key collaborative areas detailed below:

- Integrating common and specialist services (Including Transport and ICT)
- Effective resilience and operational planning
- National human resource functions
- National training and development functions
- National control arrangements
- National collaborative procurement arrangements

Lead members and senior advisers will be appointed for each of the key work streams. These are:

	Lead Member	Lead Adviser
1. Integrating common and specialist services (Including Transport and ICT)	xxxxx	xxxxx
2. Effective resilience and operational planning	xxxxx	xxxxx
3. National human resource functions	xxxxx	xxxxx
4. National training and development functions	xxxxx	xxxxx
5. National control arrangements	xxxxx	xxxxx
6. National collaborative procurement arrangements	xxxxx	xxxxx

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Mission Statement

The National Issues Committee (NIC) will, without compromising local autonomy and identity, optimise collaborative working to identify savings, efficiencies and economic benefits keeping the communities of Wales safe and the Authorities able to meet the prevailing economic challenges.

Vision Statement

To realise the benefits derived from collaborative working and to enhance Welsh resilience, operational effectiveness and safety of the community, whilst at the same time balancing local budgets.



Aims

The aims of the NIC are to develop and implement improved arrangements for the strategic and co-ordinated delivery of collaborative work. These will embody intent to deliver National outcomes without compromising the independence of the constituent Fire and Rescue Authorities to make local decisions to meet local needs.

The NIC programme will support the agenda for collaboration and improvement by achieving objectives in support of improvements in service delivery, which will be developed by way of a structured forward work plan. Priority areas will be determined following the establishment of the NIC.

1. Introducing a structured and coherent regime, which will:

Encapsulate and promote a standardised approach to programme management within the NIC in order to facilitate the delivery of a consistent, auditable and structured approach to the development of a programme of activities.

2. Appoint and maintain the position of Programme Co-ordinator in order to:

- a) Establish structured control mechanisms.
- b) Introduce and maintain a strategic audit process.
- c) Measure NIC progress against objectives and programme plans.
- d) Instil best practice across all project areas.
- e) Ensure no “missed opportunities” thus maximising opportunities
- f) Undertake and enable programme-wide risk management.
- g) Enable programme-wide resource/cost analysis.
- h) Centralise control of the consultation process, and resultant audit trails by standardising the mechanism for circulating opinions of Elected Members, Officers and their advisers, be they legal, financial or political, such that all concerned are aware of each other’s issues regarding the business at hand.

3. Undertake an audit and maintain control of all existing and planned projects within the constituent Fire and Rescue Authorities which can facilitate collective benefits, and align and manage them within a single National programme.

4. The Programme Co-ordinator position will be a secondee from one of the three Services. The salary and on-costs for this position will be shared equally by the three Services.

How the National Issues Committee is Organised

1. The make up of the Committee

The NIC is organised through a Committee consisting of Elected Members and Officers from each of the constituent Fire and Rescue Authorities within Wales. The Committee is established as a structured but voluntary arrangement rather than legislatively based under the Combination Order.

The position of Chair person will rotate on a bi-annual basis, the change being undertaken following the July meeting of the National Issues Committee (AGM).

Membership of the Committee will be:

Chair person	Mid and West Wales Fire & Rescue Authority
Chair person	North Wales Fire & Rescue Authority
Chair person	South Wales Fire & Rescue Authority
Deputy Chair person	Mid and West Wales Fire & Rescue Authority
Deputy Chair person	North Wales Fire & Rescue Authority
Deputy Chair person	South Wales Fire & Rescue Authority
Chief Fire Officer	Mid and West Wales Fire & Rescue Service
Chief Fire Officer	North Wales Fire & Rescue Service
Chief Fire Officer	South Wales Fire & Rescue Service
Deputy Chief Fire Officer	Mid and West Wales Fire & Rescue Service
Deputy Chief Fire Officer	North Wales Fire & Rescue Service
Deputy Chief Fire Officer	South Wales Fire & Rescue Service

Meetings will be held bi-monthly at a central location in Mid Wales with structured agendas, papers, and minutes being produced. Agendas, papers and minutes will be produced bilingually.

Secretariat will be provided by South Wales Fire and Rescue Service.

Translation facilities will be provided by North Wales Fire and Rescue Service.

Meeting arrangements including venues will be provided by Mid and West Wales Fire and Rescue Service.



2. Programme Organisation

A forward work programme will be established to cover the key strategic and collaborative areas identified by the NIC.

Each key project will be allocated to a lead Fire and Rescue Authority Member, having an Officer appointed as Senior Adviser. Officers advising lead members will be members of the NIC. Each key project will also have a Project Manager appointed.

3. Programme co-ordination

The Programme Co-ordinator seconded to facilitate the NIC is responsible for the day-to-day co-ordination of the programme of activities outlined in the forward work plan. The secondee will continue to be employed by his/her employing Authority with the salary and on-costs shared equally between the three Services.

4. Project Organisation

The programme of the NIC will consist of a number of constituent projects designed to deliver service improvements, efficiencies and improved collaboration. These projects will be managed in a consistent and uniform manner.

5. Committee Papers

In order to provide consistency, the agenda, papers and minutes process will be established by South Wales Fire and Rescue Authority will be used by the NIC. South Wales Fire and Rescue Service will provide secretariat. All papers and minutes, etc will be produced bilingually. Approved NIC minutes will be reported back to individual Fire and Rescue Authorities at their main meeting.

6. Independent Advisory Process

Advice on any matter will be obtained from any appropriate source as required. In the event of any significant disagreement on any matter a majority voting system will operate.

7. Link to CFOA (Wales)

Wales regional CFOA will be one of the bodies undertaking structured work for the NIC.

Achievements

1. Generic achievements

A great deal of progress has taken place since the devolution of Fire Policy matters to Welsh Government.

An environment has been established whereby existing collaborative partnerships can continue, and new ones can be developed, with benefits arising from the subsequent networking opportunities created. The NIC will add structure to this work and assist with further improvement and the maximisation of opportunity.

2. Specific achievements

Specific achievements that have been determined are summarised as follows:

- Clarity of ownership
- Commitment to National collaboration and working methodology
- Development of common approaches informed by best practice
- Establishment of clear lines of responsibility
- Encouragement of stakeholder involvement
- Creation of networking opportunities
- Establishment of support structures
- Establishment of common documentation
- Programme management regime adopted
- Structured review and reporting framework introduced

The NIC will, on an annual basis, document its achievements for the year and develop further forward work plans.

Contacts

Each constituent Fire and Rescue Authority within the Region is represented on the National Issues Committee for 2012/13 and 2013/14.

Name	Position	Authority	Tel	Email
	NIC Chair person			
	Chair person	Mid & West Wales		
	Chair person	North Wales		
	Chair person	South Wales		
	Deputy Chair person	Mid & West Wales		
	Deputy Chair person	North Wales		
	Deputy Chair person	South Wales		
R Smith	Chief Fire Officer	Mid & West Wales	01267 226844	r.smith@mawwfire.gov.uk
S A Smith	Chief Fire Officer	North Wales	01745 535253	simon.smith@nwales-fireservice.org.uk
H Jakeway	A/Chief Fire Officer	South Wales	01443 232006	h-jakeway@southwales-fire.gov.uk
P Bates	Deputy Chief Fire Officer	Mid & West Wales	01267 226840	p.bates@mawwfire.gov.uk
D Docx	Deputy Chief Fire Officer	North Wales	01745 535255	dawn.docx@nwales-fireservice.org.uk
S Chapman	A/Deputy Chief Officer	South Wales	01443 232007	s-chapman@southwales-fire.gov.uk
	Secretariat	South Wales		
	Translation Services	North Wales		
	Meeting arrangements	Mid & West Wales		

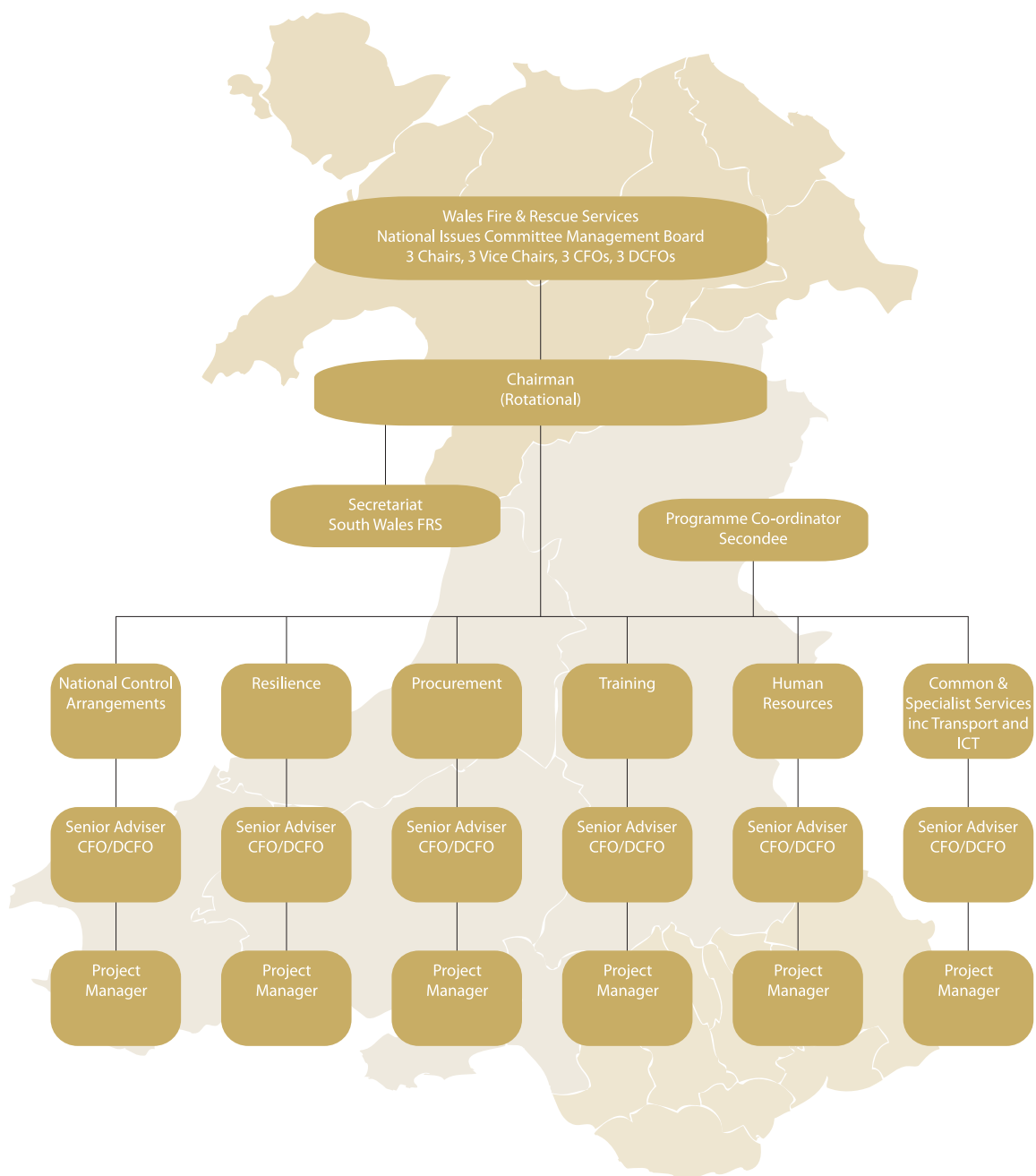
The above list is illustrative and subject to change post elections and Fire Authority Annual General Meetings.

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CFOA Wales Region - Business Stream Lead Officers

	Lead Officer
Operational Response – Strategic Lead	Simon Smith
Resilience	Paul Claydon
Ops Technical	Rod Hammerton
Prevention and Protection – Strategic Lead	Richard Smith
Community Risk Reduction	Chris Davies
Human Resources – Strategic Lead	Richard Smith
People & Organisational Development	Ruth Simmons
Equality & Diversity	Kevin Jones
Welsh Language	Gareth Griffiths
Performance and Improvement – Strategic Lead	Huw Jakeway
Finance & Audit	Dawn Docx
Procurement	Liz Aitken
Asset Management	Liz Aitken
Estates	Paul Bates
Performance Assessment & Improvement, inc Risk Management	Shân Morris
ICT	Rod Hammerton

National Issues Committee Organisational Chart





South Wales
Fire and Rescue Service



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GWASANAETH TÂN AC ACHUB
Canolbarth a Gorllewin Cymru
Mid and West Wales
FIRE AND RESCUE SERVICE



Gwasanaeth Tân ac Achub
Fire and Rescue Service

WORKING TOGETHER FOR A SAFER WALES