



SHROPSHIRE

Fire and Rescue Service

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BRIGADE ORDER ADMINISTRATION NO. 1

PART 1

BRIGADE ORDERS

BRIGADE ORDER ADMINISTRATION NO.1

PART 1 – BRIGADE ORDERS

PURPOSE

Brigade Orders are the method for providing policies, procedures and standing instructions to personnel and deal with matters of a permanent nature. Such policies and instructions are an important part of any organisation and serve:

- To be a permanent reference for all important matters which govern the framework and structure of the Brigade
- To lay down rules within which the Brigade must work
- To assist with guidance on matters of general policy.

STRATEGIC AIMS AND OBJECTIVES

All Brigade Orders should support and be linked to at least one of the Aims and Objectives agreed by the Fire Authority. The specific Aim and Objective must be set out along with any associated performance indicator and target.

This Brigade Order specifically assists Strategic Aim 3 “Secure the highest level of safety and welfare for all staff by providing effective supervision, training, equipment and systems of work”.

Although there are no specific targets associated with this Order, this Order assists improvement of Brigade Orders.

ROLES, RESPONSIBILITIES AND REVIEW

The **Deputy Chief Fire Officer** is responsible for ensuring this Order is implemented across the Brigade.

All Policy Group Members will be responsible for the day to day operation of this Order.

The **Deputy Chief Fire Officer** will review this Order biennially in **October** and as and when organisational changes take place.

STRUCTURE AND PRESENTATION

Brigade Orders are categorised into seven principal areas. Printed Orders are each clearly identified by colour.

CATEGORY	BINDER	PAPER
Administration	Dark Blue	Lilac
Personnel	Light Blue	Light blue
Operational	Red	Pink
Technical	Green	Green
Training	Brown	Peach
Health and Safety	Yellow	Yellow
Fire Safety	Black	White

Wherever possible, Orders are structured in the following way:

CONTENTS PAGE

This sets out the key paragraph headings giving a general indication of what the Order contains.

SUMMARY PAGE

The main paragraph headings are:-

“Purpose” - A 'statement of purpose' or a 'policy statement' or 'summary of main points' contained in the Order which, where appropriate may be used as an aide memoir (memory aid in note form).

“Strategic Aims and Objectives” - The aims and objectives met by the Order with appropriate Performance Indicators or targets.

“Roles, Responsibilities and Review” - A reference to the roles, responsibilities and review date for maintaining the Order.

MAIN BODY

The main part of the Order where detailed information is provided on the policy, procedure or instruction.

APPENDICES

Appendices should be used where data or forms relating to the subject matter are kept out of the main section.

BIBLIOGRAPHY

A bibliography of the sources of the information contained in the Order may be included if this provides a useful reference to supporting guidance.

SECTIONS

Reference	Author	Status	Date	Page
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This refers to larger Brigade Orders conveying complex issues that can be split into sections. This structure can enable Orders to be amended easily without the need to re-issue the whole of the Order.

BRIEFING NOTES

In exceptional circumstances it is necessary to inform personnel about operational matters which are too urgent to wait for revision of an existing Order or production of a new one. In these circumstances an Operational Briefing Note may be issued subject to authorisation of an Executive Officer. Operational Briefing Notes will be extant for a maximum period of three months. Any notes covering periods longer than three months must be addressed as a Brigade Order. Operational Briefing Notes should be drawn to the attention of **ALL** personnel and filed in the appropriate section of the Brigade Order Binder.

SUBJECT MATTER

The content of each Order relates to the title of its home binder. The need for cross referencing will be reduced to a minimum. However, there are instances where reference may be made to a subject in more than one Order.

INDEXING

Brigade Orders are structured into 'groups' where subjects which relate to each other are categorised together. Each binder has its own index of subjects. A master index covering all orders and listing all entries alphabetically is issued separately and filed in the Master Index Binder (Brown).

NEW BRIGADE ORDERS

Policy Group will establish the production and issue of Brigade Orders. Policy Group members will oversee the allocation and drafting or amendment of an Order to the appropriate person.

When establishing a new Brigade Order, Management Support will raise the log sheet (**Appendix B**) for that Order and will ensure that the progress of the Order is monitored on the log sheet. When an Order has been drafted, it should be submitted to Management Support for formatting.

The draft Order will be returned to the author who will proof read and amend as necessary. Management Support will then arrange for circulation of the draft Order to Policy Group members for comment, before arranging submission to Policy Group for formal agreement.

Following agreement by Policy Group of new Brigade Orders, and those that have changed materially, Management Support will arrange for circulation to the appropriate Representative Bodies for consultation, normally 21 calendar days. Suggested

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amendments/comments made by Representative Bodies will be considered by the author/Policy Group member responsible for the Order. If deemed necessary the Order will be returned to Policy Group for further consideration/agreement. The final version of the Brigade Order will be issued with the date of issue being recorded on the log sheet. Brigade Orders will be issued with “The Pink” (the Brigade’s weekly newsletter).

The master copy of every Brigade Order will be kept in Management Support together with the log sheets and any relevant information for each Order. Orders will also be available electronically on the Brigade’s website and Intranet.

REVIEW AND AMENDMENT OF BRIGADE ORDERS

When an Order requires amendment either by notification from a Policy Group member or from the biennial review date of the order, Management Support will e-mail a copy of the Order to the review officer designated in the Brigade Order. Management Support will input the necessary details onto the log sheet and add to the consultation process.

Once amendments have been drafted the same procedure for the production of new Orders will be followed. After consultation and subsequent amendment, the Order will be reissued with “The Pink” and the revised date recorded on the log sheet.

If no amendments are made the date of review will be inserted to show a record of review.

The original master copy of each version of the Order **must** be retained in the master file held in Management Support for future reference.

FORMAT OF BRIGADE ORDERS

The purpose of a Brigade Order is to distribute reference information as efficiently as possible. The Order will therefore be set out clearly to ensure it is easy to read and understand. Plain and non-personal language will be used throughout the Order except where technical terms are required.

Each Order will have a covering page (contents page) giving details of the title, subject matter and contents list. To further enhance readability, titles and important sections of the text will be highlighted by the use of boxed outlines and shaded boxes. This Brigade Order is an example.

The footer of all Orders will have a date printed clearly at the bottom right of each page indicating the month and year of issue and a document reference in the bottom left of each page. If there is a Brigade form attached to the Order then a “Putting Shropshire’s Safety First” logo will be placed under the date at the bottom right of each front page as appropriate. Pages will be numbered accordingly. Appendix B to this Order is an example.

Appendices and forms will be set out in an agreed standard presentation.

COMPLIANCE WITH BRIGADE ORDERS

Reference	Author	Status	Date	Page
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Brigade Orders are available to all employees and it is the responsibility of individuals to ensure that they are familiar with the content. Groups or individuals with specific roles will be identified on the summary page under Roles, Responsibilities and Review. The person implementing the Order is responsible for arranging training and awareness throughout the Brigade.

Those responsible for day to day operation of the Order must ensure that the policies procedures and instructions stated in the Order are carried out.

All provisions made in Brigade Orders are binding on all staff. Failure to comply with any part may lead to action being taken under the appropriate procedure.

Pages must not be removed or added to Brigade Order Files nor alterations made to the Order unless written authority is given by the Chief Fire Officer through "The Pink".

DISTRIBUTION AND FILING

Brigade Orders will be circulated to the locations set out in the relevant column at **Appendix C**. It is the responsibility of the manager of the section (watch, station or team) to bring the existence of new/revised Orders to the attention of personnel under their control. **Appendix C** also identifies the circulation of THE PINK and the CFO's Newsletter.

Hard copies will not be attached to THE PINK where individuals/departments have access to electronic copies via the Intranet. Hard copies of Administrative Orders will not be issued to wholetime or retained stations, except where the information contained within is directly relevant to staff.

On receipt, the manager shall ensure that:

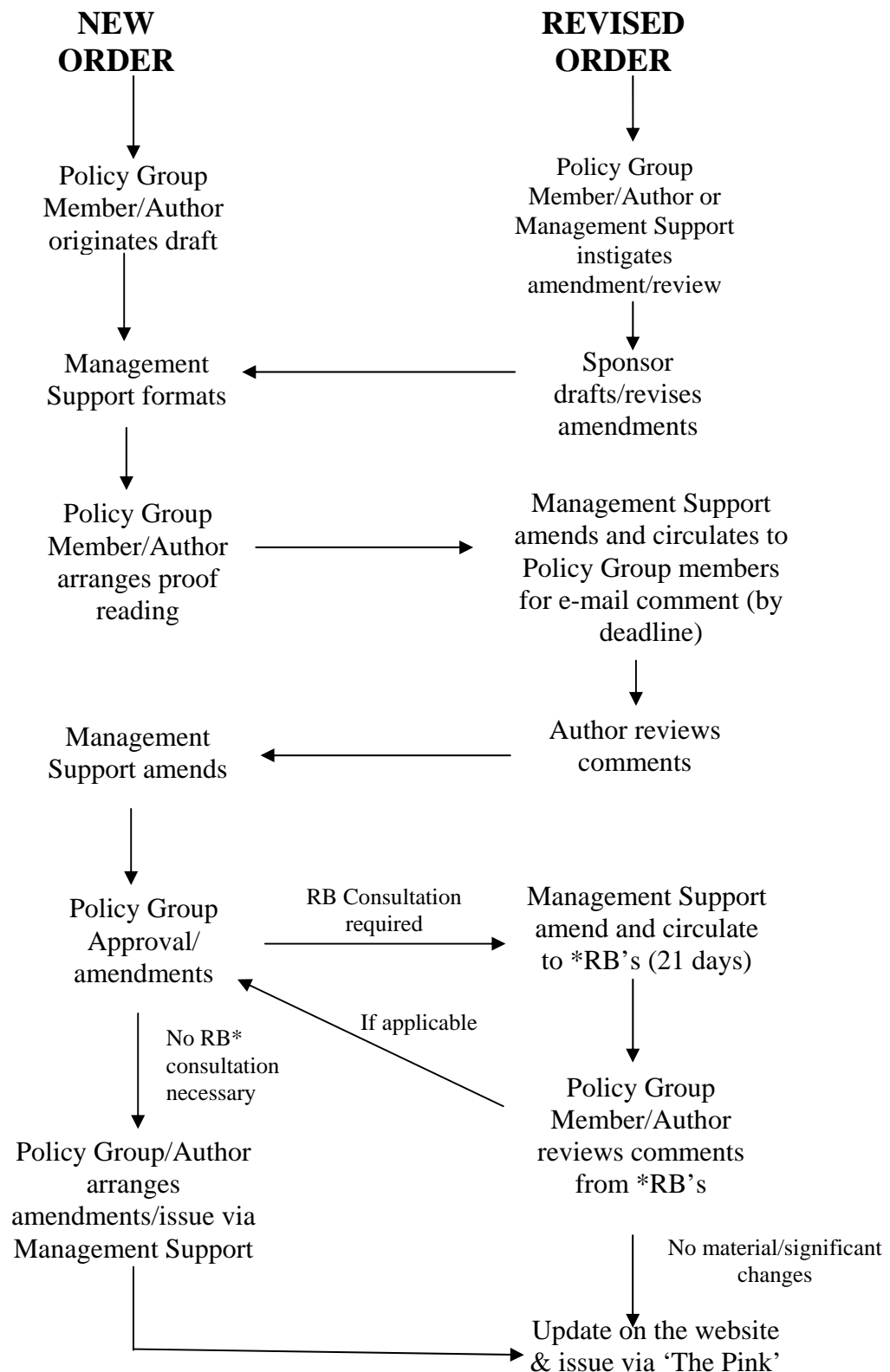
- New/revised Orders are brought to the attention of all personnel under their control;
- If applicable, the Order is placed in the 28 day file to enable personnel easy access;
- Previous issue(s) of the Order are removed from the binder, as instructed;
- At the end of 28 days, the Order is filed in the appropriate binder.

An electronic copy of new and revised Orders will be sent to the Web Services Officer who will update the website.

ACCESS

Orders can also be viewed through the IT network, using the My Computer icon (then Brigade Information on SY12\Brigade Orders\) or a search is possible through the Brigade website www.shropshirefire.gov.uk/BrigadeOrders

FLOW CHART



Note: Liaison with Management Support is required at all stages.

* RB's = Representative Bodies e.g. Unison, FBU, RFU, FOA representatives

BRIGADE ORDER LOG SHEET AND CONSULTATION RECORD

(This form to be issued by Management/Management Support only)

BRIGADE ORDER:	NO:	PART:	SECTION:	TITLE:
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(please tick below)

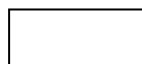
New Order	Revision Of Order	Author
Date Order Put Into System	Policy Group Member (Sponsor)	

CONSULTATION PROCEDURE:	Date
Order to Management Support for typing/formatting.	
Details added to list of Brigade Orders Being Processed (PGreport).	
Return to Author for checking and confirm with PG Sponsor whether to continue <i>process</i> or <i>issue</i> .	
Circulate to PG members via e-mail for comment (response by 1 week:.....).	
PG Sponsor/Author reviews comments and returns to Management Support for amendment/formatting.	
To SMSO for agreement at Policy Group on Wednesday.....	
After Policy Group - PG Sponsor arranges amendments to be made and returns to Management Support	
Circulate to UNISON/FBU/FOA/RFU via e-mail for consultation (response by 3 weeks:.....).	
PG Sponsor reviews comments and returns to Management Support for amendment/formatting as approp	
Return to Policy Group if PG Sponsor considers necessary e.g. if RB comments need further agreement.	
<i>If not, issue</i> the Brigade Order with the Pink.	
Add Brigade Order review to Tasks (<i>3 months before annual due date</i>) Print copy and file in Brought Forwards .	
Update PGreport, Alphabetical Index, Forms Index, Brigade Order Index and Part Index	
E-mail Web Master details of new and revised Orders to go on the website (<i>attach Orders as PDF files</i>)	
Save in <i>SY12BrigadeInfo/BrigadeOrders</i> and remove from <i>Management Support/Draft Brigade Orders</i> directory– (<i>Delete any old orders also from SY12</i>)	
Print any forms from the Brigade Order and File in Master Copy File . Save forms separately in <i>SY12BrigadeInfo/BrigadeForms/</i> and remove from <i>Management Support/Draft Forms</i> directory.	
File master (white copy) in master files with Log Sheet and all its additional information.	

HISTORY OF ORDER:			
Date Issued:	Date Revised / Reviewed:	Date Revised / Reviewed:	Date Revised / Reviewed:
Date Revised / Reviewed:	Date Revised / Reviewed:	Date Revised / Reviewed:	Date Revised / Reviewed:



CIRCULATION LIST



HAVE



DO NOT HAVE

		THE PINK/ CFO NEWSLETTER	BRIGADE ORDERS (*Full Set of Binders)
<u>TROLLEY</u>	Corporate Services		1 x Full Set
	DCFO		
	ACO (HR)		
	ACFO		
	CSM/Treasurer		
	Area Managers		
	District Managers (North, Central & South Districts)		
	Performance and Improvement Team		
	New Dimensions		
	Programme Office		
	Communications Manager		
	HQ Notice Board		
	Fire Control		
	Incident Command		
	ICT		
	Head of Resources / Fleet Mgr		
	Technical Services / WCM		
Finance			
Human Resources			
<u>TRAYS</u>	Brigade Photographer		
	Performance Through Health		Full Set
	Community Fire Safety		Full Set
	DSO Dave Bishton (SY)		
	Business Fire Safety (SY)		Full Set
	Business Fire Safety (TC)		Full Set
	DSO Mark Donnelly (TC)		
	DSO Dave Dickens (WL)		
	Training & Development Centre		Full Set
	Workforce Development		Full Set
Workshops		Full Set	
<u>SLOTS</u>	OiC SY (one for each watch)	X4	1x GW All- except Admin
	OiC TC (one for each watch)	X4	1 x GW All- except Admin
	OiC WL (one for each watch)	X4	1 x GW All- except Admin
	OiC AL		All- except Admin
	OiC BS		All- except Admin
	OiC BC		All- except Admin
	OiC BN		All- except Admin



		THE PINK/ CFO NEWSLETTER	BRIGADE ORDERS (*Full Set of Binders)
<u>SLOTS</u>	OiC CS		All- except Admin
	OiC CM		All- except Admin
	OiC CL		All- except Admin
	OiC CA		All- except Admin
	OiC EL		All- except Admin
	OiC HO		All- except Admin
	OiC LU		All- except Admin
	OiC MD		All- except Admin
	OiC MW		All- except Admin
	OiC MY		All- except Admin
	OiC NP		All- except Admin
	OiC OS		All- except Admin
	OiC PR		All- except Admin
	OiC SY Retained		All- except Admin
	OiC TW		All- except Admin
	TSU at TW		*H&S, Ops & Tech only
	OiC WL Retained		All- except Admin
	OiC WM		All- except Admin
	OiC WH		All- except Admin
	Chair (to Management Support)		
Vice Chair			
<u>ENVELOPES</u>	Fire Service College (Notice Board)		
	FBU Secretary		Full Set
	FBU Chair		
	Brigade Solicitor (Kate Kelly)		
	Brigade Chaplain (Rev.P Barnes)		
<u>ENVELOPES</u>	* Councillors	15 Newsletters only	
	* Clerk	Newsletter only	
<u>ENVELOPES</u> (addresses sent from Personnel)	Personnel on sick leave (No Brigade Orders, just Pink and Newsletter)		

	Pinks	Newsletters	Brigade Orders
TOTAL NUMBER OF COPIES	72 + sick	88 + sick	42 (Admin – 8)

- (Only Newsletters go to the Councillors **not** Pinks)
- Labels for all envelopes, are found in Labels file. Address labels for Councillors are supplied by Management Support.
- Addresses for personnel on sick leave from HR Department.
- CFO Newsletter – All on gold paper (but not attachments, on white)