



SHROPSHIRE

Fire and Rescue Service

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**BRIGADE ORDER
ADMINISTRATION
NO. 2**

PART 4

**RESOURCES
MANAGEMENT
GROUP**

PART 4 – RESOURCES MANAGEMENT GROUP

PURPOSE

Shropshire Fire and Rescue Service operates a range of property, vehicles and operational equipment to assist in providing a service to the community. In order to ensure the effective management of these assets, in a way that meets the needs of both the Brigade and asset users, the Resources Management Group (RMG) has been established. The Group has 3 distinct areas of activity:-

- Establish, implement and review information management related to assets including maintenance and test records, contractor performance, tracking and usage records.
- Ensure the on-going effective use, maintenance and replacement of existing assets.
- Ensure the best value provision of assets to meet needs identified through asset management planning and Integrated Risk Management Planning.

Additionally, the Group will act as a formal liaison between asset users and the technical staff responsible for its provision and maintenance, and as a reporting point for users and maintainers to raise issues or concerns, which cannot be resolved through the usual defect reporting procedure. This Brigade Order defines the terms of reference and membership of the Group

STRATEGIC AIMS AND OBJECTIVES

By ensuring the provision of appropriate and correctly maintained assets, this Brigade Order will assist the Brigade in achieving Strategic Aim 2 “Save life, protect property and the environment from fire and other emergencies” and Strategic Aim 3 “Secure the highest level of safety and welfare for all staff by providing effective supervision, training, equipment and systems of work.”

By ensuring the efficient procurement of vehicles and equipment to meet defined needs, this Brigade Order will assist the Brigade in achieving Strategic Aim 4 “Provide a service that demonstrates Best Value in service provision.”

ROLES, RESPONSIBILITIES AND REVIEW

The **Resources Director** is responsible for ensuring this Order is implemented across the Brigade.

The **Resources Management Group** will be responsible for the day to day operation of the Order.

The **Resources Director** will review this Order biennially in *January* and as and when organisational changes take place.

TERMS OF REFERENCE

The Resources Management Group has been established to ensure that the Brigade's equipment resources are managed to ensure that Best Value is obtained and that they meet the needs of the Brigade and users. Particular areas for consideration are:-

Information Management

- Identification of record needs and systems to demonstrate legal compliance regarding maintenance, test usage and other records.
- Identify information needs regarding usage, performance and cost to make informed decisions for asset management planning

User Consultation

- Act as a focal point for consultation with users regarding investment, assets to be provided, performance standards to be met and satisfaction with existing assets.

Maintenance Management

- Review information regarding condition.
- Consider maintenance and renewal plans and prioritise works.
- Consider budget applications and allocations.

Performance Monitoring

- Receive reports on asset use and performance against specification.
- Review performance reports from incidents where the availability or performance of equipment had a significant effect (positive or negative)
- Monitor performance of maintainers against contracts or Service Level Agreements.
- Identification of defect trends and proposals for rectification, which may include alternative equipment, revised maintenance, improved training etc.

Implementation

- Oversee the introduction of new equipment, including an overview of training needs.

Other Issues

- Monitor legislation affecting equipment and ensure continued compliance.
- Monitor environmental performance.

Asset Management

- Monitor information regarding cost, usage and performance of assets is available and considered.
- Advise on property, equipment and fleet performance requirements.
- Identify and recommend priorities for works or purchases required to meet needs.
- Consider budget and funding applications.
- Advise on equipment specifications, purchase strategy and evaluations.
- Monitor implementation and manage changes.
- Monitor use and performance of equipment.

LIMITATION OF ACTIVITIES

The Group's main area of activity is the identification of assets to meet previously identified operational needs. It is not responsible for determining those operational needs or procedures. It does not have a formal Health and Safety role beyond assisted in the identification of safe equipment; this remains with the Health and Safety Committee, however it may provide technical support to the Health and Safety Committee. These issues, if identified by, or to, the Resources Management Group, will be summarised within the minutes and referred to Policy Group for decision

MEMBERSHIP

The RMG will comprise the following members:

Chair	-	Resources Director
Users	-	Users will be represented by a range of operational personnel to provide a representative range of opinions. Individuals will be nominated by their managers
Suppliers	-	Fleet Manager
	-	Equipment Contracts Manager
	-	Workshops Manager
Advisors	-	Representative of Fire Control
	-	Representative of Training
	-	Risk and Safety Advisor
Secretary	-	Administration or Management Support

FREQUENCY OF MEETINGS

The group will meet quarterly.

IDENTIFICATION OF ISSUES

Feedback from end users in the form of comments, suggestions, or requests for information is encouraged. When a user or maintainer wishes to raise an issue, which it is not appropriate to report as a defect, this should be raised to the RMG for attention.

Issues of this type should be reported to the Secretary, Equipment Contracts Manager, or other member of the Group, to be raised with the Group.

Issues requiring extensive information or discussion should be presented in paper form, detailing the issue identified, options considered to address the issue and recommendations. Where appropriate the user will be invited to attend the Group to present information on the issue raised.

Risk Management will be a standing item on Group meeting agendas.

OTHER GROUPS

The RMG may establish further sub-groups to provide a focus on particular types of equipment. These groups will consist of an RMG member and users. Examples of sub-groups may include a Road Traffic Collision Equipment Group or Breathing Apparatus Group. Working Groups may be established to carry out particular projects.

MONITORING

The Group will present minutes of its meetings for approval, comment, or decision by Policy Group. Approval, or modification, of decisions reported in these minutes will result in formal adoption as Brigade Policy.

FEEDBACK

Following approval by Policy Group, minutes will be distributed to all users via 'The Pink' or Intranet site.