Dorset & Wiltshire Fire and Rescue Authority

Management Structure

The Service is led by the Chief Fire Officer who leads a number of directorates led by a director.

Name: Darran Gunter

Title: Chief Fire Officer

Contact: 01722 691066

Name: Ben Ansell

Title: Director of Operations

Contact: 01722 691067

Departments: Area Commands

Operations

The Operations department includes all station-delivered prevention and protection activities, as well as emergency response. The new Area Commands align to higher tier political and geographical boundaries:

♦ Bournemouth, Poole and Swindon Area Command - the three unitary authorities of Bournemouth Borough Council, Borough of Poole and Swindon Borough Council
♦ Dorset Area Command - Dorset County Council
♦ Wiltshire Area Command - Wiltshire Council

The Area Commands are subdivided into 19 Districts, each consisting of a number of fire stations. These will align with existing local partnership arrangements:

♦ Bournemouth and Poole - unitary authorities and wards
♦ Dorset - District Councils
♦ Swindon - Localities
♦ Wiltshire - Area Boards

In addition, the Dorset & Wiltshire Fire and Rescue Authority has four Local Performance and Scrutiny Committees, covering Bournemouth & Poole, Dorset, Swindon, and Wiltshire. The new Area Command structure will ensure the alignment required for effective performance management and good governance, so that we can deliver against our vision and community safety plan.

Prevention and Protection

Name: Mick Stead

Title: Director of Prevention and Protection

Contact: 01722 691068

Departments: Prevention and Protection

Prevention

The Prevention department will deliver principally on all aspects of community safety and education, including road safety, the safety centres, and initiatives such as the Prince's Trust, Salamander, SPARC and volunteers. The department's principal areas of concern are:

♦ Delivering core statutory and non-statutory safety education.
♦ Developing education packages and presentations in line with local authority Children's Services and delivering them in mainstream, special, private and public schools, learning centres and to the home educated.
♦ Training staff and volunteers to ensure that they are competent in delivering education programmes.
♦ Delivering intervention programmes for young people, eg Salamander, SPARC.
♦ Delivering fire cadet schemes aligned to the new national CFOA model.
♦ Delivering personal development programmes for young people, eg Prince's Trust and Junior Good Citizen.
♦ Providing signposting arrangements for the most vulnerable people, eg Safe and Independent Living (SAIL) and Single View data sharing initiative to risk assess vulnerability and enable a risk/resource matching programme.
♦ Attending and supporting the Dorset and Wiltshire road safety partnerships.
♦ Delivering targeted road safety education that helps to reduce road traffic collisions (RTCs) and related casualties, eg Safe Drive Stay Alive roadshows.
♦ Delivering educational experiences aligned to local needs through safety centres.
♦ Reducing arson and its associated impacts through education programmes and initiatives supported by our partners.
♦ Reducing fires and related casualties in the home.
♦ Delivering home fire safety checks, while also developing and delivering safe and well checks with partners in targeted homes.
♦ Ensuring that safeguarding is at the core of all service delivery.
♦ Working with protection teams to identify fire safety issues in specific properties covered by legislation.

Protection

The Protection department will deliver on all aspects of technical fire safety, ensuring that the Regulatory Reform (Fire Safety) Order is met by businesses across both Dorset and Wiltshire. This department's principal areas of concerned are:

- Delivering a proactive, targeted business support inspection/audit programme to educate and inform in high risk buildings.
- Providing business support and education, promoting residential and commercial sprinkler systems, and developing a partnership approach to strengthen awareness and compliance.
- Developing partnership approaches with other regulatory authorities such as Housing, Licensing and Health and Safety Executive, to reduce risk and strengthen compliance.
- Establishing and delivering the Primary Authority Scheme.
- Developing awareness and use of assistive technology, and use of personal protection systems, to enhance the protection of the most vulnerable in our communities, using innovation to reduce risk.
- Delivering reactive enforcement of the Fire Safety Order following emergencies and incidents involving fatalities and injuries, including post fire audits, specialist fire investigation and prevention support.
- Delivering building regulation consultations and promoting the use of sprinklers at all viable opportunities.
- Delivering a proactive, targeted inspection/audit programme to ensure compliance and enforce where standards are not achieved in high risk buildings.
- Carrying out prohibition and restriction functions where other support has failed and dangerous fire safety conditions exist.

Service Support

Name: John Aldridge

Title: Director of Service Support

Contact: 01722 691069

Departments: Assets Management, Integrated Risk Management Planning and Response Support

Asset management

This department provides and maintains the operational assets of the Service, ensuring that they are available when required, and that they are strategically aligned to the needs of the Service. The areas covered include:

- Equipment
- Fleet/workshops
- Estates
- Hydrants

Integrated Risk Management Planning (IRMP)

Work associated with IRMP will integrate other aspects of Service Support, such as estates, fleet and equipment. It will also incorporate elements of fire cover, response standards, duty systems and ways of working that will need to be reviewed to ensure that we deliver value for money. The IRMP team will work with both internal and external partners to ensure that the right information is available at the right time to inform all risk planning and mitigation

Response Support

This department will primarily:

♦ Deliver resilience planning, including fulfilling the needs of two Local Resilience Forums.
♦ Support the Collaborative Partnership in the production of operational guidance.
♦ Manage the organisation's Operational Risk Information.
♦ Manage staff resourcing, including on-call, whole time and flexi-duty officers.
♦ Monitor our operational effectiveness through audit and assurance (including incident feedback and de-brief).

It will also research and introduce incident ground technology to ensure that we continue to maximise firefighter safety. The team also has managerial responsibility for the Service Control Centre.

People Services

Name: Jenny Long

Title: Director of People Services

Contact: 01722 691070

Departments: Operational Training Delivery, People Development and Human Resources

Operational Training Delivery

This department will:

♦ Deliver an aligned operational competence framework to all operational staff.
♦ Design and deliver an Operational Licence to ensure that core skills are maintained.
♦ Deliver acquisition and refresher courses aligned to national guidance and legislative requirements to comply with statutory responsibilities.
♦ Assess and monitor competence, supporting staff to develop skills.

People Development

The core functions of this department are to deliver leadership development, succession planning, talent management and promotion, organisational and cultural development, and employee engagement. The People Development team will work alongside Operational Training Delivery and Human Resources, focusing on the skills that we need to work effectively and efficiently in a complex and changing environment.

Human Resources

The core functions of HR are:

♦ HR infrastructure, including payroll and pensions provision, e-recruitment, HR Management Information Systems and Occupational Health.
♦ Workforce planning.

- Supporting and embedding new structures and ways of working, managing TUPE issues, HR advice on terms and conditions.
- Change management - embedding the vision and values, and supporting the managers and staff through the transition (supporting change interventions and employee engagement).
- The provision of advice, guidance, and support on all HR related matters, for example change management, recruitment, discipline and grievance, management of attendance.
- A core HR services team that will give professional advice and deal with all HR related transactions, including e-recruitment, terms and conditions, payroll, pensions, management of data.
- The management of establishment control and workforce planning.
- Professional health and wellbeing advice and guidance for staff, including the management of Occupational Health, staff counselling and fitness.
- Supporting managers with recruitment and selection.

Finance

Name: Phil Chow

Title: Director of Financial Services

Contact: 01722 691071

Departments: Finance

The Finance team will continue to deliver an efficient and effective finance function for the Service, covering strategic financial planning, budget monitoring and reporting, accountancy and technical support, treasury management and banking, exchequer services and procurement.

Corporate Services

Name: Derek James

Title: Director of Corporate Services

Contact: 01722 691072

Departments: ICT, Democratic Services and Corporate Assurance, Information and Communications, Health& Safety and Strategic Planning & Knowledge Management

ICT

This department is principally concerned with:

- Laptops, desktops and servers
- Network and security management
- Software development and support
- Mobile and fixed telephony
- Operational communications and station-end equipment
- Help desk
- 24/7 support

Democratic Services and Corporate Assurance

This department's principal areas of concern are:

♦ Secretarial support to the CFO and the Strategic Leadership Team
♦ Democratic Services and administering committee meetings
♦ Member services
♦ Mail and post
♦ Reception services
♦ Business continuity
♦ Business risk management
♦ Audit programme
♦ Peer reviews
♦ Statement of Assurance
♦ Annual Governance Statement

Information and Communications

This department's principal areas of concern are:

♦ Management of policy and procedure framework
♦ Information security assurance
♦ Data sharing agreements and arrangements
♦ Data Protection and Regulation of Investigatory Powers
♦ Freedom of Information and government transparency
♦ Compliments and complaints
♦ Registering and overseeing government circulars and notices
♦ Internal and external communications
♦ Media relations, training and support to operational officers
♦ Corporate videos and promotion
♦ Website and Intranet
♦ Promotion of public safety events
♦ Graphic design and photography
♦ Ceremonial awards
♦ Middle manager engagement days
♦ Meetings and briefings procedure

Health & Safety

The department's principal areas of concern are:

♦ Advise on policies relating to health, safety and welfare of all members of staff
♦ Principal point of contact for the Health and Safety Executive
♦ Assist and coordinate risk assessments, audits and improvement plans
♦ Response to external improvement notices and reports
♦ Learning from incidents and near misses
♦ Management advice, training and reporting
♦ Co-ordination of efforts to achieve an externally accredited standard

Strategic Planning & Knowledge Management

This department's principal areas of concern are:

♦ Strategic analysis
♦ Integrated risk planning analysis and resource modelling
♦ Consultation and assisting with the development of the Community Safety Plan
♦ Coordination of key strategies and project plans
♦ Management of the corporate planning and performance cycle
♦ Co-ordination of initial Member and officer governance arrangements
♦ Knowledge and systems management
♦ Performance management
♦ Social profiling/targeting
♦ Data interrogation and analysis
♦ Partnership data management
♦ Data quality
♦ Information and systems development strategy
♦ Supporting mobile technology and systems