

Operational assessment and fire peer challenge

Appendices

Appendix 1: Suggested list of proposed documents

This is just a suggested list and the peer team does not require all documents.

It is appreciated that the name of some of these documents may be different in various FRS's. In this case the nearest equivalent should be given and/or the peer challenge team be notified if the documents do not exist.

Core Documents

- Self assessment document based on the OpA Toolkit
- Integrated Risk Management Plan (IRMP) and associated annual action plans
- Corporate Plan
- Medium Term Financial Strategy
- Management and FRA structure chart
- Statement of Assurance
- Previous OpA and Fire Peer Challenge report and action plan (if relevant)

Optional Documents – provided as a list so that they can be requested

- Corporate partnership documents including partnership toolkit, register
- List of active partnerships including associated contract, protocols and service level agreements
- Minutes of relevant partnership meetings for previous six months
- Annual report
- Agendas and minutes of authority meetings for previous six months
- Community Safety Strategy
- Consultation Strategy
- Communications strategy
- Operational Risk Strategy and supporting documents
- Business Risk Strategy and supporting documents
- Service plans and team plans
- Equality and Diversity Strategy and supporting documents
- Human Resources Strategy and Workforce Development Plan
- Training and Development Plans for staff and authority members
- Performance management reports at authority level for the previous year
- Summary sheet of key performance indicators
- Examples of performance reports at stations and divisional level
- Two examples of internal peer challenges that have driven improvement
- Any other key documents providing strong evidence in support of the KAA or referred to in your self assessment

Appendix 2 – Example What’s it all about leaflet

Fire Peer Challenge Dates 2015

<p>Between the XXth and XXth month 201X Example Fire and Rescue Service is hosting a visit by a Fire and Rescue fire peer challenge team. The team will be here at the invitation of Example Fire and Rescue Service.</p> <p>The members of the team are:</p> <p>XXXXXX Chief Fire Officer XXXX FRS</p> <p>XXXXXX Deputy Chief Fire Officer XXXX FRS</p> <p>XXXX Group Manager XXXX FRS</p> <p>Councillor XXXXX Title XXXX Council</p> <p>XXXXX Peer Challenge Manager, Local Government Association (LGA)</p>	<p>Why?</p> <p>In the new policy landscape with the abolition of the inspection and regulatory regime and the national performance framework, there is a shift to local accountability for performance and self-regulation.</p> <p>The fire and rescue sector has a strong and long standing commitment to sector-led improvement with OpA self assessment and peer challenge at its heart.</p> <p>The Local Government Association (LGA) is working in partnership with the Chief Fire Officers Association (CFOA) to deliver Fire Peer Challenge with the aim of providing external challenge and improvement support. In addition to reviewing the OpA self assessment the Fire Peer Challenge will focus on organisational effectiveness and ability to improve, thrive and innovate in challenging times.</p> <p>Peer Challenge is a voluntary process that is managed by and delivered for the sector. It is NOT a form of sector-led inspection and is a mechanism to provide fire authorities and chief officers with information that allows them to challenge their operational service delivery to ensure it is efficient, effective and robust.</p> <p>How?</p> <p>The key part of the review process is the self assessment that Example FRS have produced. Through this process Example FRS is driving its own improvement. The self assessment is open and honest and involves a range of staff and partners in its drafting in order to gain the maximum benefit from the peer challenge process. The self assessment will guide the peer challenge team on areas to focus on in the on site activity.</p> <p>The peer challenge involves the gathering of information by the team from a range of key sources, such as the self assessment, documents, interviews and focus groups, which is then assessed against the OpA toolkit.</p>
--	--

Example Fire & Rescue Service

What will happen?

The team will undertake a four day peer challenge. This is not an inspection. Through peer challenge the fire and rescue service is taking responsibility for its own improvement. The team will be seeking to help Example FRS recognise and celebrate its strengths as much as identifying areas to explore. Members of the team are knowledgeable about, and experienced in, fire and rescue services. They are visiting as friends, albeit 'critical friends' and this allows for an open and honest exchange to drive improvements forward that are owned by Example FRS.

During the four day visit members of the challenge team will meet and talk with a cross-section of staff within Example FRS, elected members and representatives of partner organisations. The team will feed back their conclusions and recommendations on the fourth day. This is followed by a written report that Example FRS will have the opportunity to consider and respond to.

The OpA toolkit has been developed as the fire and rescue sectors industry standard by CFOA. The peer challenge process is a key part of the LGA's approach to sector-led improvement, based on the underlying principles that local authorities are:

- responsible for their own performance
- accountable locally not nationally
- there is a sense of collective responsibility for the performance of the sector as a whole
- the role of the LGA is to provide tools and support.

Contact for more information?

If you would like more information or the opportunity to speak to the peer challenge team, please contact:

XXXXX

Peer Challenge Manager, LGA
tel: XXXXX
email: XXXXX

XXXXXX

Example FRS
tel: XXXXX
email: XXXXX

find out more at www.local.gov.uk



Local Government Association

Local Government House
Smith Square
London SW1P 3HZ

Telephone 020 7664 3000

Fax 020 7664 3030

Email info@local.gov.uk

www.local.gov.uk

© Local Government Association, May 2015

For a copy in Braille, larger print or audio,
please contact us on 020 7664 3000.
We consider requests on an individual basis.