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This circular is	<b>For information</b>	No response required	
This circular is	<b>Relevant to the National Framework</b>		
Status	<b>This circular offers fire and rescue services the option of a review of their use of the FSEC Toolkit.</b>		

# *Reviewing FRS use of the FSEC Toolkit*

## Issued by:

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Fire Statistics and Research Division

## Addressed to:

**The Chair of the Fire and Rescue Authority  
The Chief Executive of the County Council  
The Clerk to the Fire and Rescue Authority  
The Clerk to the Combined Fire and Rescue Authority  
The Commissioner of the London Fire and Emergency Planning Authority  
The Chief Fire Officer**

## Please forward to:

**Officers responsible for IRMP and FSEC  
The FSEC Team**

## Summary

**ODPM are funding the opportunity for fire and rescue services to have their FSEC data, procedures and results reviewed by risk consultants Mott MacDonald. The review will focus on data quality, process and outputs. It will not consider the subsequent use of outputs to inform IRMPs.**

## For further information, contact:

<b>Mike Whitehurst</b> FSEC Helpdesk Fire Experimental Unit c/o Fire Service College Moreton-in-Marsh Glos GL56 0RH	Direct line	<b>01608 650062</b>	
	Fax	<b>01608 651281</b>	
	E-mail	<b><a href="mailto:FSEC.Helpdesk@odpm.gsi.gov.uk">FSEC.Helpdesk@odpm.gsi.gov.uk</a></b>	
General helpline	<b>020 7944 8194</b>	Website	<b><a href="http://www.odpm.gov.uk">www.odpm.gov.uk</a></b>

### 1.0 Overview

- 1.1 In April 2004 the Fire Service Emergency Cover (FSEC) Toolkit was made available to fire and rescue services (FRSs) in England, Scotland and Wales to assist with their Integrated Risk Management Planning. Many FRSs are now reaching the stage where key planning decisions could be made on the evidence from the Toolkit. ODPM are therefore offering FRSs the opportunity to have a 'health check' of their use of the Toolkit, associated data and outputs.
- 1.2 ODPM has now contracted the services of the risk consultants Mott MacDonald to carry out reviews of the FSEC models for each FRS that requests it.
- 1.3 The review will focus on data quality, process and outputs. It will not consider the subsequent use of outputs to inform and drive IRMPs.

### 2.0 The Review

- 2.1 ODPM will fund a review of each FRS's use of the FSEC Toolkit. This will cover:
- a request for detailed data and information, in electronic format, which will allow the consultants to undertake the initial review
  - a detailed review of the data in each system, which will be carried out off-site and is likely to take 1-2 weeks, depending on demand
  - a site visit to discuss the methods used and to explore any issues raised by the data review. This is likely to take one to two days
  - a report of the findings, which should include any recommendations, which will be made available to the FSEC team and principal officers.
- 2.2 The review will be carried out on one 'dataset', or model of the FRS. It is recommended, but not obligatory, that the dataset be as complete as possible prior to the review since ODPM will fund only one review by the contractors per FRS.
- 2.3 It should be noted that the reviewers will consider the use of the Toolkit and the data but are not in a position to discuss software or training issues, or the use of FSEC outputs in the operational environment. Software and training should, as normal, be discussed via the FSEC Helpdesk.

### 3.0 Arrangements

- 3.1 Requests for a review are expected to come from the chief fire officer, or a principal officer responsible for FSEC, in consultation with the FSEC team members. The first approach for a review should be a telephone call to the FSEC Helpdesk (01608 650062) who will discuss your request and explain next steps and timescales.

- 3.2** Following the discussion, provided the principal officer is satisfied that the FSEC model is ready for reviewing, the FSEC team should contact the FSEC Helpdesk, by letter or e-mail (FSEC.helpdesk@ODPM.gsi.gov.uk) with their formally-approved request.
- 3.3** The review will be scheduled for a mutually convenient date and detailed arrangements will be sent. These will include the need to make a copy of the dataset and it is this copy that will be checked. Any changes made after the copy will not be included in the review.
- 3.4** As part of the review process FRSs will be provided with a complete FSEC Review Manual and set of queries. While the manual alone will not be sufficient to allow FSEC teams to fully check their models, it will help to inform subsequent data checks after the review.

### **4.0 Outputs of the Review**

- 4.1** During the site visit the reviewers will discuss data or methodology issues with the FSEC team leader and team. These issues and recommendations will also be recorded in a report supplied to the FRS.
- 4.2** If significant changes are recommended by the review and the FRS requires a further review, the FRS will have to fund it themselves; ODPM are unable to organise this through the contractual framework.

### **5.0 FiReControl**

- 5.1** In the longer term, ODPM will continue to support, develop and maintain the FSEC Toolkit through the FiReControl project.
- 5.2** FiReControl is in the process of procuring infrastructure services for the Fire and Rescue Service to support the move to regional controls. As part of this procurement, there is a requirement for the next iteration of the FSEC Toolkit to become the Risk Management Toolkit. This will incorporate new functionality, based on the methods employed within the FSEC Toolkit, and will support the regional control centres in optimising the location of resources.
- 5.3** Including these within FiReControl means that mobilising and the provision of cover can be underpinned by sound risk data and linked directly with outcomes. Maintenance and support of the Toolkit will also be included. Research and development of the underlying concepts and methods will be carried out by the ODPM Fire Statistics and Research Division.
- 5.4** Lessons learned from the reviews carried out as a result of this circular will be fed in to the development of the FiReControl Risk Management Toolkit.

**CATH REYNOLDS**

**Fire Statistics and Research Division**