

Fire & Rescue Technical Advisory Group



TERMS OF REFERENCE FOR THE HMICFRS TECHNICAL ADVISORY GROUP (TAG)

Purpose

To define the scope and responsibilities of the HMICFRS Fire Technical Advisory Group.

APPROVALS AND CHANGE HISTORY

Version	Date	Details of change or approval	Author or Approved by:
V0.1	08.09.17	First draft for consultation with ERG	David Leeney
V0.2	21.11.17	Draft for circulation to TAG	Alison Green
V.03	14.07.20	Updated with membership list	Alison Green
V.04	10/08/22	Updated membership and revised roles and responsibilities based on organisational change.	Alix Bartlett
V.05	09/11/2023	Update logo, membership and revised roles based on organisational change	Hannah Teare

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TERMS OF REFERENCE

1. Purpose of the fire and rescue Technical Advisory Group (TAG)

- 1.1. The technical advisory group (TAG) is an integral part of HMICFRS's business; the group supports the design and development of both our inspections by challenging our thinking and providing advice about the practicality of our proposals. To achieve this, the TAG provides a transparent and ongoing way for:
 - 1.1.1. HMICFRS to share specific details of its analysis, research and data that support inspection programmes with relevant partner organisations in the fire and rescue sector.
 - 1.1.2. Other organisations and groups of organisations in the fire and rescue sector to advise on the design and delivery of HMICFRS's analysis, research, and data programme. In particular highlighting potential problems with HMICFRS's approach and recommending ways of resolving those problems.
 - 1.1.3. The establishment of mutual understanding (between HMICFRS and other organisations) over decisions around the design and delivery.
- 1.2. The remit of the TAG's involvement in HMICFRS's inspection programme, as a critical friend, includes advising on:
 - 1.2.1. The design of inspection programmes; particularly the methodology to be used, and the assumptions made at the outset around the nature of the evidence that findings will be based upon.
 - 1.2.2. How consistency across inspections could be improved.
 - 1.2.3. The design of data collections, particularly in relation to data to be gathered directly from fire and rescue services or other fire and rescue bodies, but also in relation to other aspects of data collection, such as surveys.
 - 1.2.4. The analysis and interpretation of quantitative and qualitative data gathered during inspections.
 - 1.2.5. The presentation of inspection findings and the conclusions drawn from the evidence that has been collected.
 - 1.2.6. The bureaucratic burden that would be placed on fire and rescue services through the proposed approach to inspection/assessment.

In addition, the TAG may help evaluate inspection activity, to help identify what could be done differently in future to improve inspection design and delivery.
- 1.3. The TAG will make recommendations to the HMICFRS Academic Reference Group, and External Reference Group, where appropriate.

2. Membership, roles, and responsibilities

2.1. HMICFRS members of TAG should include:

- 2.1.1. Portfolio Director (Insight Portfolio) (Chair of routine TAG meetings and responsible for managing the business of the group), with the Head of Analysis & Research and FRS Analysis Manager (Insight Portfolio) as Deputy Chairs.
- 2.1.2. Portfolio Director (Fire and Rescue Inspection) and other portfolio staff, as required.
- 2.1.3. Portfolio Manager (Fire and Rescue Inspection) responsible for inspection design.
- 2.1.4. Insight Portfolio staff, as required.

2.2. Non-HMICFRS members of TAG should include:

- 2.2.1. NFCC business areas: Analysis and Insight Lead, Data Lead, and other specialist staff, as required.
- 2.2.2. Home Office FRS Data Lead (Home Office Analysis and Insight) and other Home Office analysts, as required.
- 2.2.3. Appropriate representatives from Fire and Rescue Services, Fire and Rescue Authorities and Police, Fire and Crime Commissioners. See 2.4.3 for more details.

2.3. The roles and responsibilities of HMICFRS members of TAG are to:

- 2.3.1. Share information on HMICFRS's planned inspection programme, focusing on research, analysis, and data. This includes the approach to assessment, and emerging findings.
- 2.3.2. Seek feedback from (or via) non-HMICFRS TAG members on the design and delivery of research, analysis, and data, allowing time for meaningful consultation to be completed.
- 2.3.3. Provide honest, constructive feedback to TAG members on the way their feedback has been taken into account, and the quality of the advice that they are providing.

2.4. Roles and responsibilities of non-HMICFRS members of TAG:

- 2.4.1. Provide honest, constructive feedback on the HMICFRS's inspection programme, focusing on research, analysis, and data. Feedback should relate to design, methodology, interpretation of findings and recommendations.
- 2.4.2. Advise on what is realistic and possible for services, contributing to solutions where appropriate and suggesting alternatives.

- 2.4.3. Represent the service (and associated organisations) and to provide a rounded view rather than just their own organisational interests. TAG members are willing and able to discuss all elements of analysis, research, and data. Member should also proactively seek the views of specialists and relevant persons, when required, from within their own service/organisation. Members will engage with HMICFRS in TAG meetings and via correspondence.
- 2.4.4. Provide honest, constructive feedback on how well HMICFRS is engaging with relevant experts.
- 2.4.5. Present relevant analysis, research or data updates back with HMICFRS and other TAG members.
- 2.5. Note that HMICFRS may also engage directly other technical experts in the design of its approach to inspection (e.g., academics). In these cases, it is expected that TAG members will be informed of the engagement that has taken place, so that they can advise (if necessary) on whether further advice is necessary.

3. Routine TAG meetings

- 3.1. The TAG will aim to meet four times per year.
- 3.2. HMICFRS will provide the secretariat for routine TAG meetings, which will:
 - 3.2.1. Identify meeting dates and confirm availability of key members;
 - 3.2.2. Manage the arrangement of meetings;
 - 3.2.3. Distribute papers for the meetings in advance (ideally a minimum of one week in advance);
 - 3.2.4. Circulate a note of decisions, actions, and matters for escalation following each meeting.

4. Ad hoc consultation with TAG

- 4.1. On some occasions, HMICFRS may consult TAG members outside of the routine TAG meetings, when the meeting schedule does not coincide with inspection planning schedules. This might be via:
 - 4.1.1. One-to-one contact with individual TAG members with particular expertise.
 - 4.1.2. Group email dialogue.
 - 4.1.3. One-off teleconferences or workshops.

5. Relationship between the TAG, the HMICFRS FRS External Reference Group, and other HMICFRS governance groups

5.1. TAG is expected to consider escalating to the HMICFRS FRS External Reference Group:

5.1.1. Any significant problems that arise around the design or delivery of inspections that are at risk of not being resolved.

5.1.2. Any significant problems with the process of consulting HMICFRS's partner organisations over the design and delivery of HMICFRS's inspection programme.

5.2. At the end of each routine TAG meeting, matters for escalation will be formalised for the FRS Analysis Manager or delegated representative to raise at the next HMICFRS External Reference Group meeting.

6. Member list

As at 06 December 2023:

Name	Service/Force	Job Title
Simon Flood	Avon FRS	Corporate Performance Manager
Craig Newman	Buckinghamshire FRS	Data Intelligence Team Manager
Nicola Smith	Cambridgeshire FRS	Business Intelligence & Performance Manager
Tamsin Mirfin	Cambridgeshire FRS	Service Transformation Manager
Tim Graham	Cleveland FRS	Head of Risk and Performance
Graham Mills	Cornwall FRS	Area Manager - Risk, Resilience and Assurance
Ian Neal	Cornwall FRS	Unknown
Dan Cooper	Devon & Somerset FRS	Information and Data Exploitation Lead
Olivia Crook	Devon & Somerset FRS	Inspection and Improvement Support Officer
Mark Woodfield	Dorset & Wiltshire FRS	Information Systems Manager
Natalie Fairhead	Dorset & Wiltshire FRS	Operational Effectiveness Administrator
Nick Sjogren	Dorset & Wiltshire FRS	Standards and Assurance Manager
Steve Taylor	Essex FRS	Strategic Data Lead (for NFCC from Feb 24)
Rebecca Leigh	Hampshire & Isle of Wight FRS	Head of Governance and Assurance Policy, Planning and Assurance
Theresa Burns	Hampshire & Isle of Wight FRS	Unknown
Martin Reohorn	Hereford & Worcestershire FRS	Director of Finance (Treasurer)
Jamie Morris	Humberside FRS	Senior Service Improvement Officer
Nicky Thurston	Kent FRS	Inclusion Officer
Paul Botterill	Leicestershire FRS	Data Manager
Diane Sharp	Lincolnshire FRS	Community Risk Manager
Apollo Gerolymbos	London Fire Brigade	Head of Data Analytics
Dave Mottram	Merseyside FRS	Director of Operational Response
Marie Langtry	NFCC	Head of Analysis and Insight
Natasha Elia	NFCC	Development Lead for Fire Standards

Steve Beakhurst	NFCC	NFCC Programme Manager for Digital and Data
Steve Norman	NFCC	Deputy Assistant Commissioner, Fire Safety - Service Improvement
Becca Chapman	Royal Berkshire FRS	Data, Performance and Risk Manager
Claire Walsh	South Yorkshire FRS	
Will Parkinson	Staffordshire FRS	Performance and Assurance Manager
Toby Gray	Suffolk FRS	Area Manager (People, Performance and Continuous Development)
Claire Anderson	Suffolk FRS	Performance and Improvement Manager
Caroline Boniface	West Sussex FRS	Performance Manager
Judith Haigh	West Yorkshire FRS	Service Improvement and Assurance Team (SIAT) Manager