



## NFCC Fire Commercial Transformation Programme & FIRESA FIA

### Terms of Reference

|                        |   |
|------------------------|---|
| <b>Name of Group:</b>  | <b>Supplier &amp; Customer Engagement Group (Procurement &amp; R&amp;D)</b> |
| <b>Directorate:</b>    | <b>Sector Resources/Procurement</b>   |
| <b>Date confirmed:</b> | <b>16<sup>th</sup> May 2018</b>   |

#### 1. Introduction

##### 1a. NFCC Fire Commercial Transformation Programme

The Fire and Rescue Services in England spends circa £500m a year on goods and services via third party suppliers. This is a significant figure and in the current fiscal climate it is essential that these monies are spent wisely to protect the front line and provide a source of funding for transformation. Stakeholders, including UK taxpayers, need to be confident that the Fire and Rescue Service is delivering Value for Money (VFM).

Better and more collaborative procurement was a theme that featured in the package for fire reform including a “quick win”: publishing procurement data on 25 comparable items. Minister Penning (Minister at that time) announced this at the LGA Conference in March 2016, framing it as increasing transparency and collaboration on procurement. This was also included in the then Home Secretary’s reform speech and the need for the sector to lead their improved commercial strategy.

In response to the Home Secretary challenge, NFCC has implemented a package of reforms in the commercial operation of the sector under the umbrella of the ‘Fire Commercial Transformation Programme’.

##### 1b. NFCC UK R&D

A single, collaborative function for Research and Development (R&D) has been established to reduce duplication, improve efficiency and enable the broader sharing of knowledge.

It incorporates all aspects of R&D; from academic research and product development to evaluating the impact an approach or new piece of equipment has on FRSs, firefighters and their communities. It does not include the centralised testing/assessment/appraisal of existing products. Where applicable centralised evaluation of products will form part of national procurement processes.

The overarching aim of UK R&D is to capture emerging knowledge, technical advances and innovation within the fire sector, which will ultimately improve firefighter and community safety.

##### 1c. FIRESA Council of the FIA

The FIA’s FIRESA Council represents the manufacturers and suppliers of goods and services to the Fire and Rescue sector including appliances, personal protective equipment and associated ground firefighting equipment.

The Council's key role is to present the collective views of this sector of the industry, including negotiation and discussion with government and other external bodies. It links suppliers with Fire and Rescue practitioners and other stakeholders. The FIRESA Council of the FIA acts as a strong and consistent industry voice and a key influencer in the decisions that affect the industry.

## **2. Scope**

If managed correctly, frequent interactions and close relationships between customers and suppliers can have a positive effect on the exchange and flow of information and knowledge, thus improving processes and performance leading to mutual benefits.

The Supplier & Customer Engagement Group (Procurement & R&D) has been established to provide a forum where senior representatives from FRSs (representing Procurement and R&D functions) and Suppliers can discuss strategic issues related to Procurement/Commercial activity and Research & Development across the sector. The group will provide a conduit between NFCC, FIRESA FIA Members and local FRS.

## **3. Aims and objectives**

Establish how we (FIRESA Council, NFCC Fire Commercial Transformation Programme and NFCC UK R&D) can work more effectively across Procurement/Commercial and Research & Development to our mutual benefit with the aim of improving Public and Firefighter safety.

To provide a forum where Suppliers, Chief Officers, Heads of Procurement and UK R&D Leads can review options based on fact and evidence and make strategic decisions that lead to efficiencies for the sector.

To review progress across the FCTP and UK R&D programmes of work, providing senior input where required to either unblock an issue or provide influence to others where a unified sector is required.

To identify and encourage commercial best practice with the expectation that FRS and Suppliers will adopt such best practice as the norm in their day to day related work.

To review lessons learned in Procurement/Commercial and R&D activity from Supplier's perspective, enabling continuous improvement of future work.

It is recognised that both Fire and Rescue Services (and the NFCC) and industry must retain their own decision making processes. However, this group aims to inform decision making through open and constructive dialogue. This forum will provide a transparent process whereby decisions made that affect other parties can be shared and explained.

## **4. Membership**

The group should comprise representation from:

- NFCC Fire Commercial Transformation Programme
- FIRESA Council
- NFCC UK R&D
- FSF (Fire Sector Federation)
- Home Office
- Other key stakeholders as required

## **5. Procedures/practices**

- The group will be co-Chaired by the NFCC Procurement Lead, NFCC R&D Lead and FIRESA Council of the FIA Chair. The scheduled Chair can nominate a 'stand in' Chair if required.
- Meetings will be held every four months with each of the leads above chairing a meeting in each calendar year.
- The group will meet every four months or at other frequencies agreed by the co-Chairs.

- Members will be expected where possible to attend all meetings or send a substitute with sufficient knowledge and decision-making powers on behalf of their designated organisations to the meetings.
- Members will agree to share any work equally across the group and should be in a position to commit suitable time and resources in order to ensure timely completion of all deliverables.

## **6. Support**

For consistency and accuracy of record keeping the NFCC Fire Commercial Transformation Programme PMO will provide administrative support (arranging meetings, minute taking and issuing agenda's & associated papers).