



HUMBERSIDE FIRE AND RESCUE SERVICE

# Service Improvement

## HFRS Structure Policy

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<b>Responsible Person</b>	<b>Head of Corporate Assurance</b>
<b>Date Written</b>	<b>July 2018</b>
<b>Date reviewed</b>	<b>September 2024</b>
<b>Date of next review</b>	<b>September 2025</b>
<b>EIA Reviewed</b>	<b>September 2024</b>

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## **1. INTRODUCTION**

The Fire and Rescue Services National Framework established the Government's vision of Service Delivery for the future. This document set out how Fire and Rescue Services can modernise to achieve the aim of driving down accidental fire deaths and deliberate fires.

Humberside Fire and Rescue Service (HFRS) is constituted under the Fire and Rescue Services Act 2004.

In 1995 a Combination Order came into force, establishing Humberside Fire Authority with control over all Service staff, equipment and premises.

This is a Combined Fire Authority, with the constituent councils of the East Riding of Yorkshire, Kingston upon Hull, North Lincolnshire and North East Lincolnshire forming the Service area.

HFRS will comply with the requirements of the Fire and Rescue Services Act 2004 and the Humberside Fire Services (Combination Scheme) Order 1995 by making effective and efficient provisions for fighting fire, rescue and associated safety purposes.

### **Core Code of Ethics**

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do, therefore, those principles are reflected in this Policy.

### **National Guidance**

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

## **2. EQUALITY, DIVERSITY AND INCLUSION**

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

## **3. AIM AND OBJECTIVES**

To ensure an establishment of staff and the structure of the organisation to carry out the policy.

The organisation of the Service into Service Headquarters, Local Area Districts, Stations and Support Services.

#### 4. ASSOCIATED DOCUMENTS

- [Equality Impact Assessment](#)
- Legal References
  - The Fire and Rescue Services National Framework
  - The Fire and Rescue Services Act 2004
  - The Fire and Rescue Services (Emergencies) (England) Order 2007
  - Humberside Fire Services (Combination Scheme) Order 1995
- National Guidance

There is no specific National Guidance relevant to this policy.

#### 5. GUIDANCE

The Fire and Rescue Services Act 2004 gives statutory effect to the Fire and Rescue National Framework, which establishes Central Government's vision of service delivery for the future.

Sections 6, 7, 8 and 9 of the Act place specific duties on all Fire and Rescue Authorities (FRAs). Section 6 places a duty to make provision to promote fire safety within each FRA area. Section 7 requires that all FRAs must make provision for extinguishing fires and protecting life and property in the event of fire in their area. Section 8 places a duty on all FRAs to make provision for rescuing people from road traffic accidents and protecting them from serious harm in the event of such an accident.

The Fire and Rescue Services (Emergencies) (England) Order 2007, as conferred by sections 9 and 60 of the Fire and Rescue Services Act 2004 has been enacted to give Fire and Rescue Authorities (FRAs) mandatory functions in connection with key types of emergencies: chemical, biological, radiological or nuclear emergencies ('CBRN emergencies') and emergencies requiring the freeing of people from collapsed structures or non-road transport wreckages (urban search and rescue, or 'USAR emergencies').

In broad terms, the Emergencies Order gives FRAs statutory functions for CBRN and USAR emergencies and specifies the actions required of FRAs:

- To secure trained staff to operate the specialist equipment provided by the New Dimension (National Resilience) programme for CBRN and USAR emergencies.
- To deploy specialist resources outside its area when asked by another FRA (or indirectly via National Resilience Fire Control (NRFC)).

#### Core and Other Functions

Fire Authorities have core functions to make provisions for:

- Fire Safety
- Firefighting
- Road traffic collisions

- Other emergencies

Fire Authorities have other functions relating to:

- Directions relating to particular fires and emergencies
- Power to respond to other eventualities
- Other services

## **Establishment**

The establishment of staff in each role within the Service will be determined by the Fire Authority in accordance with National Joint Council Circular 09/05. That establishment will be notified to the department for Communities and Local Government (CLG). The number of staff within each role allocated to stations or sections of the Service may be temporarily varied from time to time by the Chief Fire Officer and Chief Executive.

The Authorised Establishment of the Service is held by Human Resources and can be dynamic with Full-Time and On-Call appointments and leavers.

## **The Chain of Command**

### **Chief Fire Officer/Chief Executive**

The role of the Chief Fire Officer/Chief Executive is to lead and direct the operations, management and development of HFRS. The Chief Fire Officer/Chief Executive is directly responsible to the Fire Authority for the efficient operation and administration of the Service and the execution of statutory obligations.

A Strategic Leadership Team (SLT) assists in these duties.

### **Strategic Leadership Team (SLT)**

The Strategic Leadership Team (SLT) consists of:

- Chief Fire Officer/Chief Executive
- Deputy Chief Fire Officer
- Assistant Chief Fire Officer
- Executive Director of Finance / S151 Officer
- Executive Director of Service Delivery
- Executive Director of People and Development
- Executive Director of Corporate Services
- Area Manager Service Improvement
- Area Manager Prevention and Protection, Fleet & Estates
- Area Manager Emergency Response

Each member of the SLT is allocated individual responsibilities to ensure that the main functions are carried out. The team is based at Service Headquarters and determines Service policy, management practices and strategies.

## **Duties**

Whilst each member of the SLT has individual responsibilities, their collective duties primarily include:

Overall supervision of the operational work of the Service, which includes the development and standardisation of policies, procedures and forward planning for emergencies:

- Promoting Public Safety.
- Supervision of all matters regarding the recruitment, training and continuous development of operational and non-operational staff.

Other responsibilities in line with the main functions are:

- The provision of adequate fire and emergency cover, which may involve liaison with neighbouring Fire and Rescue Services in the role of national and local resilience.
- Negotiating with employee representative bodies.
- Advising the Chief Fire Officer/Chief Executive on major developments which may have an impact on the Service.

The provision of Service reports.

- Having adequate procedures for dealing with off-shore emergencies and incidents involving hazardous materials.
- Health and Safety matters
- Equality and Diversity matters
- Organisational and workforce development
- Conduct and Performance matters and complaints
- Attendance Management matters
- Corporate Governance and Risk Management
- Service Performance

The duties of all other members of the Service will be as prescribed by the SLT. These duties are as laid down in the HFRS role maps and references, which have been formulated to provide specific areas of responsibility for individuals.

## **Service Structure and Responsibilities**

The Service organisation is based on a Service Headquarters, Local Area Districts and Station level and Support Services.

## **Service Headquarters**

Support functions within Service Headquarters will be responsible for the management and support of Service Delivery.

The primary support functions are:

- Operations Support
- Health & Safety Support
- Assets & Finance
- Human Resources
- ICT

## **Districts**

The Service is organised into four Districts geographically aligned to the Unitary Authorities of Kingston upon Hull, East Riding of Yorkshire, North Lincolnshire and North East Lincolnshire. District management shall lie with the GMs Service Delivery (SDM).

The SDM GM has overall responsibility for District performance and shall report directly to the Area Manager of Service Delivery.

Districts are established in the following areas:

- Kingston upon Hull
- East Riding of Yorkshire
- North Lincolnshire
- North East Lincolnshire

## **Stations**

There are 29 operational fire stations. Seven fire stations are crewed only through the Full-Time Duty System, 19 fire stations are crewed only through the On-Call Duty System and 3 stations are crewed by both Full-Time and On-Call staff. The fire stations within the Service are as follows:

### **Kingston upon Hull**

- Hull Central (Full-Time)
- Clough Road (Full-Time)
- Calvert Lane (Full-Time)
- East Hull (Full-Time)
- Bransholme (Full-Time)

### **East Riding of Yorkshire**

- Bridlington (Full-Time) (On-Call)
- Goole (Full-Time) (On-Call)

- Beverley (On-Call)
- Brough (On-Call)
- Snaith (On-Call)
- Howden (On-Call)
- Market Weighton (On-Call)
- Pocklington (On-Call)
- Driffield (On-Call)
- Hornsea (On-Call)
- Preston (On-Call)
- Withernsea (On-Call)
- Patrington (On-Call)

### **North Lincolnshire**

- Immingham West (Full-Time)
- Scunthorpe (Full-Time) (On-Call)
- Brigg (On-Call)
- Epworth (On-Call)
- Crowle (On-Call)
- Winterton (On-Call)
- Barton (On-Call)
- Kirton in Lindsey (On-Call)

### **North East Lincolnshire**

- Peaks Lane (Full-Time)
- Immingham East (Full-Time)
- Cromwell Road (Full-Time)
- Cleethorpes (On-Call)
- Waltham (On-Call)

Watch Management Teams (WMT) will be responsible for the efficient running of the stations.

### **Fire Staff**

In addition to the uniformed establishment the Service will appoint fire staff to assist with various administrative functions.

**If you require any further guidance / information in relation to this policy,  
please contact Corporate Assurance**