



Lothian and Borders Fire and Rescue Service

preventing • protecting • responding

Our Structure

Our Service to the Community

Lothian and Borders Fire and Rescue Service is divided into six Functional Areas:

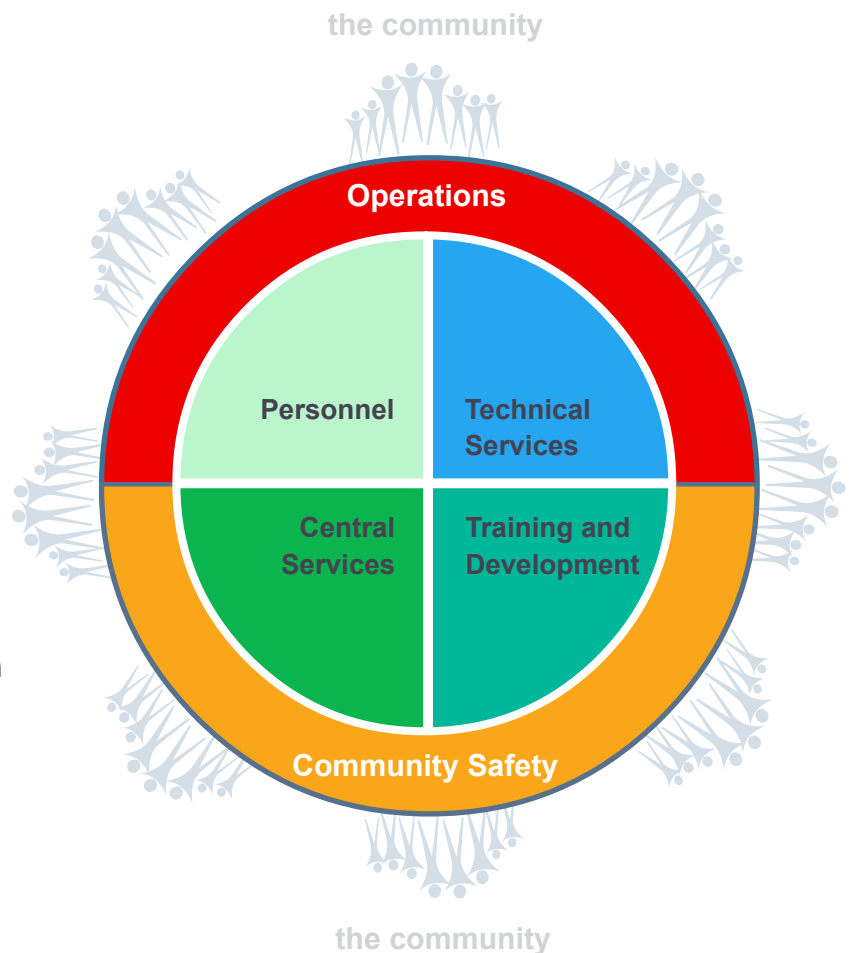
- **Central Services**
- **Community Safety**
- **Operations**
- **Personnel**
- **Technical Services**
- **Training and Development**

The areas of the Fire Service which are more commonly encountered are the Community Safety and Operations Functions.

The majority of the Service's work that directly interacts with the community is through emergency responses, education, advice and enforcement.

The Community Safety and Operations Functions work together to provide vital services to prevent, protect and respond within the community they serve.

Providing vital support are the Functions which are not immediately obvious when thinking of the Fire and Rescue Service, but are very important. These Functions include Central Services, Personnel, Technical Services and Training and Development.





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Central Services

Corporate Communications

The Corporate Communications Functional Area works with all parts of the Service in support of its aims, purpose and vision. It does this by providing people, products, services and systems that respond to the communication needs of the Organisation.

Its main areas of responsibility are Corporate Support (Administration, Reception, Mail), Audiovisual (Photography, Graphic Design), Print Services, Media and Public Relations, Library Services, Internal Communications, Computer-Aided Design, Multimedia and Web Design.

Finance

The Finance Functional Area advise on all aspects of finance for the Service and develop relevant policies for corporate consideration. They are responsible for the effective management of finance and related matters.

They Advise on and ensure adherence to best accounting practice including Best Value Accounting Code of Practice, City of Edinburgh Council Accounting policies, CIPFA Prudential Code and all other relevant accounting policies.

Information Communication Technology (ICT)

The ICT function is responsible for all ICT support within the Organisation. They are a very busy Functional Area with approximately 1300 users, over 400 PC's and Laptops and over 20 servers throughout the Service and its premises. They take responsibility for the organisation, management and development of IT and information systems within the Service.



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Community Safety

Business and Commerce

One of the principal roles of Business and Commerce is to implement the duty of the Fire and Rescue Authority for Community Safety. This means they carry out pre programmed Routine Inspections, enforcement of the Fire (Scotland) Act and Fire (Scotland) Regulations, giving advice, carrying out Investigations following fires and giving advice to employers.

In partnership with other organisations, they also deal with New Licensing Applications, houses in multiple occupation, residential care premises, licensed clubs and many other establishments. They also have input in Building Control issues and major building projects.

Residential and Education

The Residential and Education Functional Area has three elements;

Community Services, Education Services and Youth Services

Community Services carry out work such as the Home Safety Check Programme, fire safety campaigns and community presentation events, often in conjunction with fire crews, as well as being the home to 11 Community Firefighters.

Education Services has four Community Safety Firefighters (along with a number of other members of staff) who have involvement with schools programmes and with the Museum of Fire. Also in the Department is a Crew Manager, who is based at the Risk Factory at Chesser.

Youth Services is dealing with young Firesetters: the one-to-one interventions, together with the Phoenix Programme and Cooldown Crew provide the Fire Service with the opportunity to engage young people in fire-related issues. Community Safety Advice (Community Services) Community Safety Activity (Youth and Education Services).



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Operations

The Operations Function includes our emergency services. However, for this Service to be provided to the best of our ability, and for the means to continually improve our Service, the Function carries provides a lot more than emergency services alone.

The Function is split into three smaller Functional Areas:

Performance Management

Are responsible for collecting data and information and distributing this to those who are engaged in the operational work of the Service. This area also manages the resources available and ensures they are being used effectively and efficiently.

Research

As you may tell from the name, this area of the Function advises on all aspects of operational equipment. They research the effectiveness of operational equipment, and are continuously improving resources.

Planning

The planning Functional Area within Operations has the responsibility for ensuring operational plans and risk assessments are available. They are responsible in advising and liaising with organisations out with the Service about Civil Contingencies and emergency planning.



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Personnel

The personnel function is not just about recruitment within the Service. Personnel cover a wide range of areas that affect the wellbeing of staff, and the management of the Organisation. The Function is split into four Functional Areas:

Staff Management

The Staff Management Functional Area is responsible for the management and planning of the workforce, including managing the distribution of all uniformed employees. Staff Management controls the movement of staff to ensure there is always cover within Stations and in other roles.

Equalities

The Equalities Functional Area advises others within the Service on aspects of fairness and diversity. They also monitor the effectiveness of policies and changes in the Service, which are designed to improve their fairness and diversity. The Functional Area also takes training in equality and diversity issues, runs campaigns in coordination with Personnel Management and works with Corporate Communications to deliver equality messages.

Health and Safety

The Health and Safety Functional Area advises the Organisation on all aspects of staff health, safety and welfare. They actively promote the health, safety and welfare strategy for all employees. They also provide advice and services around health and well-being through the Fitness Advisory and Occupational Health units.

Personnel Management

Personnel Management Functional Area advises others throughout the Service on all employee relations matters. They are responsible for all recruitment, selection and promotion, and on all issues relating to terms and conditions of Service. They are also responsible for Personnel policy development and review.



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Technical Services

Operational Support Centre

The Operational Support Centre is a hub of activity, housing many of the services that keep the Service working like clockwork. This includes Fleet Management, Property Workshop, Stores and Procurement to name a few.

Property

The Property Functional area is divided into three main areas; Property Management, Property Maintenance and Catering and Cleaning. Property Management is responsible for general property management issues, for example, majors works such as alterations, extensions, etc and advising on property related matters such as leases, agreements and construction contracts. Catering and Cleaning is responsible for the provision of all catering and cleaning services within the Organisations and its premises.

Property Maintenance, based at the Property Workshop, OSC, is responsible for all day-to-day property maintenance matters and the maintenance and servicing of specialist equipment. The in house maintenance team is also managed by this area.

Procurement

The Health and Safety Functional Area advises the Organisation on all aspects of staff health, safety and welfare. They actively promote the health, safety and welfare strategy for all employees. They also provide advice and services around health and well-being through the Fitness Advisory and Occupational Health units.

Telecommunications

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Training and Development

Training Delivery

Training Delivery is responsible for delivery of all training within the Service including, First Aid/Casualty Management, Mass Decontamination, Line Rescue/Working at Heights, Driver Training, Firefighting at Sea and Water Rescue to name a few.

Training Development

Training Development provides information and resources to support learning and development across a range of specific areas that include SVQs, Assessment, Verification Supervisory Management Programme, Command Training and IT Training.