**Implementing NOG through Regional Working**

**Terms of Reference for the Enabling Board**

**Overview**

The Enabling Board are a crucial part of the decision-making process in achieving successful delivery of the project; Implementing NOG through Regional Working.

Members of the Enabling Board are required to make the decisions and provide both challenge and approval on issues affecting the progress of the project.

**Objectives of the Board**

* Challenge any newly produced gap analysis before sign-off
* Agree to Adopt or Tailor each gap analysis as presented by the Project Lead
* Enable the Regional Implementation Team (RIT) to close gaps by removing barriers within Services
* Ensure that the risk matrix has identified and prioritised those strategic risks sufficiently
* Encourage regional working

**Membership**

* The Chairperson: ACFO Xxxx, Project Sponsor, Nottinghamshire fire and rescue service
* A strategic management representative from each fire and rescue service involved in the regional project (a nominated representative to attend in their absence suitably informed and empowered to make decisions)
* Project Lead: GM Xxxx, Derbyshire fire and rescue service (Regional Implementation Station Manager – SM Xxxx, Leicestershire fire and rescue service to attend in his absence)
* Other representatives at any time dependant on the requirements of the project.

**Roles and Responsibilities at the Board meetings**

* The Chairperson coordinates the agenda to enable member participation and debate
* The Chairperson coordinates any management for emerging barriers
* The Chairperson will be the ultimate decision-maker for the delivery of this project
* The Board provides guidance and direction on any issues / risks raised by the Project Lead
* Reports agreed in-Service prior to Enabling Board to inform decision making. Board members are representing their CFO’s/SMT/SLT.
* Members should report back to their CFO’s/SMT/SLT members the outcomes from Enabling Board meetings
* The Chairperson to keep National Fire Chief Council Regional Operational Co-ordinating Committee (NFCC ROCC) informed
* In line with the above, the Project Lead will feed back the outcomes of the meetings to the Regional Implementation Team Station Manager to communicate back to the team
* Board to ensure that the programme of works is consistent with a risk based approach to prioritising work. Periodic checking to confirm this is happening.

**Reporting arrangements**

**Gap Analysis reports.**

The Project Lead will present an initial report on each framework document with identified gaps and compliance. Once agreed, the tasks are delegated to the identified owners and actioned; including those regional leads working to close gaps on behalf of the region.

Decision making supported by additional documentation and information where strategic action summaries do not provide adequate detail.

The Chairperson or delegated person will update the NFCC ROCC at regular intervals on the progression of the project.

**Highlight reports**

Presented quarterly for each framework document which has an approved gap analysis ongoing.

This report will update on progress, highlight current, emerging, and reducing risks where gaps are present. Once Tier 1 and Tier 2 work (Operational Guidance Framework document) is completed the highlight report will show that gap is closed.

**Final Gap Analysis reports**

Representing closure and adoption/adaptation/rejection of a National Operational Guidance framework document.

**Decision Making Process**

Decisions made by the Board will be binding by all fire and rescue services within the project, unless otherwise stated.

**Frequency of Meetings**

Meetings will take place quarterly in March, June, September, and December.

**Extraordinary meetings**

Where members of the Enabling Board or the RIT require an extraordinary meeting the Project Sponsor will approve the request

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| **Name of TofR** | Terms of Reference for the Enabling Board  |
| **Version Control** | Final v1.1 |
| **Approved by** | Project Sponsor |
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