



**SECTION A**

**A GUIDE TO EAST SUSSEX FIRE AUTHORITY**

Introduction	2
The Members of East Sussex Fire Authority	5
Organisational Structure	6
Fire Authority Purpose and Commitments	9
Fire & Rescue Service Contact	10

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## **INTRODUCTION**

### **Establishment of the East Sussex Fire Authority**

The East Sussex Fire Authority was established on 1 April 1997 by the East Sussex Fire Services (Combination Scheme) Order 1996. It is a stand-alone fire authority made up of Members of The Fire Authority's two constituent authorities: East Sussex County Council and Brighton & Hove City Council.

### **Membership of the East Sussex Fire Authority**

East Sussex Fire Authority comprises 18 Members: 12 Members appointed by East Sussex County Council from amongst its elected councillors and 6 Members appointed by Brighton & Hove City Council. The ratio is proportionate to the number of electors in the constituent authorities. The two constituent authorities determine which of their elected councillors to appoint to the Fire Authority, subject to the legal requirement (in the Local Government and Housing Act 1989) that they achieve a political balance. Details of the Fire Authority's current membership are available on our website <https://esfrs.moderngov.co.uk/> or from Democratic Services ([democraticservices@esfrs.org](mailto:democraticservices@esfrs.org)).

The overriding duty of Members of the Fire Authority is to the whole community of the county of East Sussex and the City of Brighton & Hove. The Members of the Fire Authority ensure that the Authority fulfils its duties and functions under the Fire and Rescue Services Act 2004 and other relevant statutes. At meetings of the Fire Authority, Members approve strategic policies and budgetary plans, as well as appointing Chief Officers and monitoring performance. Further information is available on our website at <https://www.esfrs.org/about-us>

### **Legislation and core responsibilities**

The Fire and Rescue Services Act 2004, (and the supporting national framework), sets out the functions of the Authority, which include fire safety, firefighting, road traffic collision rescues, and other emergency activities.

The Authority is a Category 1 responder under the Civil Contingencies Act 2004 and has a duty to assess, plan and give advice in connection with the risk of an emergency occurring.



The Authority covers an area of 179,000 hectares and serves a population of approximately 845,000. The area provides almost every aspect of firefighting risk, and includes ports, mines and quarries, cities, universities and colleges, coastal areas and resorts, heathlands, forest areas, historic sites, listed buildings and areas of special scientific interest. There are also areas of social deprivation, there are poor transport links, and one in four residents is over pensionable age.

**The Fire Authority and the Fire & Rescue Service: governance & strategy, and operational control.**

The Fire Authority sets the strategic direction of the Fire & Rescue Service. It has a key governance role and has the ultimate responsibility, as a corporate body, for decision-making. It retains responsibility for the oversight of the organization, although it delegates certain types of decisions to its Panels, and others to its officers. The arrangements which it has put in place to carry out its functions are outlined in Section C of this Constitution.

The Fire & Rescue Service has responsibility for the operational delivery of the functions of the Authority, and for delivering the Fire Authority's strategic aims and objectives. It comprises the staff employed by the Fire Authority, including both its uniformed and support personnel.

The Service operates within the statutory framework mentioned above. It does this within the purpose and commitments which underpin service delivery. These are regularly reviewed to ensure that service provision continues to meet the needs of the population.

**The Officers of the East Sussex Fire Authority**

The Chief Fire Officer and the Senior Leadership Team manage the Fire & Rescue Service on a day to day basis. They advise the Fire Authority on operational matters in order to ensure that the Service is delivered both in accordance with legal obligations and in such a way as to meet corporate objectives. Further information is available on our website at <https://www.esfrs.org/about-us/>

The posts of Monitoring Officer and Treasurer are statutory posts which are required by law.

This Constitution sets out in a single place how the Authority works and how it makes decisions. It includes amongst other things the scheme of delegations



**Section A**  
**A Guide to East Sussex Fire Authority**

to officers which provide officers with delegated authority to act on behalf of the Fire Authority. This Constitution is published on the Fire Authority's website to ensure maximum transparency, and is regularly reviewed.



## **EAST SUSSEX FIRE AUTHORITY MEMBERS**

An up to date list of the elected councillors of East Sussex County Council and of Brighton & Hove City Council who have been appointed to the East Sussex Fire Authority is available on the Fire Authority Website.

The role of a Member of the Fire Authority is described in greater detail in Section B of this Constitution.

All postal correspondence to Members of the Fire Authority may be sent via Democratic Services, East Sussex Fire & Rescue Service Headquarters, Church Lane, Lewes, East Sussex, BN7 2DZ, and all email correspondence to [democraticservices@esfrs.org](mailto:democraticservices@esfrs.org)



## **EAST SUSSEX FIRE & RESCUE SERVICE: THE ORGANIZATIONAL STRUCTURE**

The Fire Authority oversees the Fire & Rescue Service, which carries out all operational functions.

The Chief Fire Officer, the Treasurer and the Monitoring Officer all carry out key roles in the organisation. Together with the Senior Leadership Team, they are responsible for the implementation of policy and for the day to day management of the organisation.

There are three uniformed Principal Officers, namely the Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Fire Officer.

The Deputy Chief Fire Officer (DCFO) and the Assistant Chief Fire Officer (ACFO) head up two directorates. There are five Assistant Directorates working to the DCFO and ACFO responsible for the following areas:

**Deputy Chief Fire Officer** leading:

Assistant Director **People Services** with responsibility for:

- Command and Operational Training
- Workforce Development
- Operational Improvement and Assurance
- Health, Safety & Well-being
- Payroll and Pensions
- Human Resources
- Organizational Development
- Inclusion and Diversity
- Administrative Support for Assistant Directors

Assistant Director **Resources/Treasurer** with responsibility for:

- Finance, Risk and Insurance
- Procurement



- Estates
- Information and Technology Governance
- Legal Services

Assistant Director **Planning and Improvement** with responsibility for:

- Performance Management and Business Planning
- Project Co-ordination
- Integrated Risk Management Planning
- Marketing, Communications and Business Services
- Democratic Services

**Assistant Chief Fire Officer** leading:

Assistant Director **Safer Communities** with responsibility for:

- Groups and Stations
- Community Safety
- Business Safety

Assistant Director **Operational Support and Resilience** with responsibility for:

- Engineering Services
- Operational Planning and Policy
- Sussex Control Centre
- Special Projects
- Emergency Services Network

### **Borough Command Structure**

The Service was restructured in 2019 to divide the area covered by the Service into three Groups: Central, East and West.

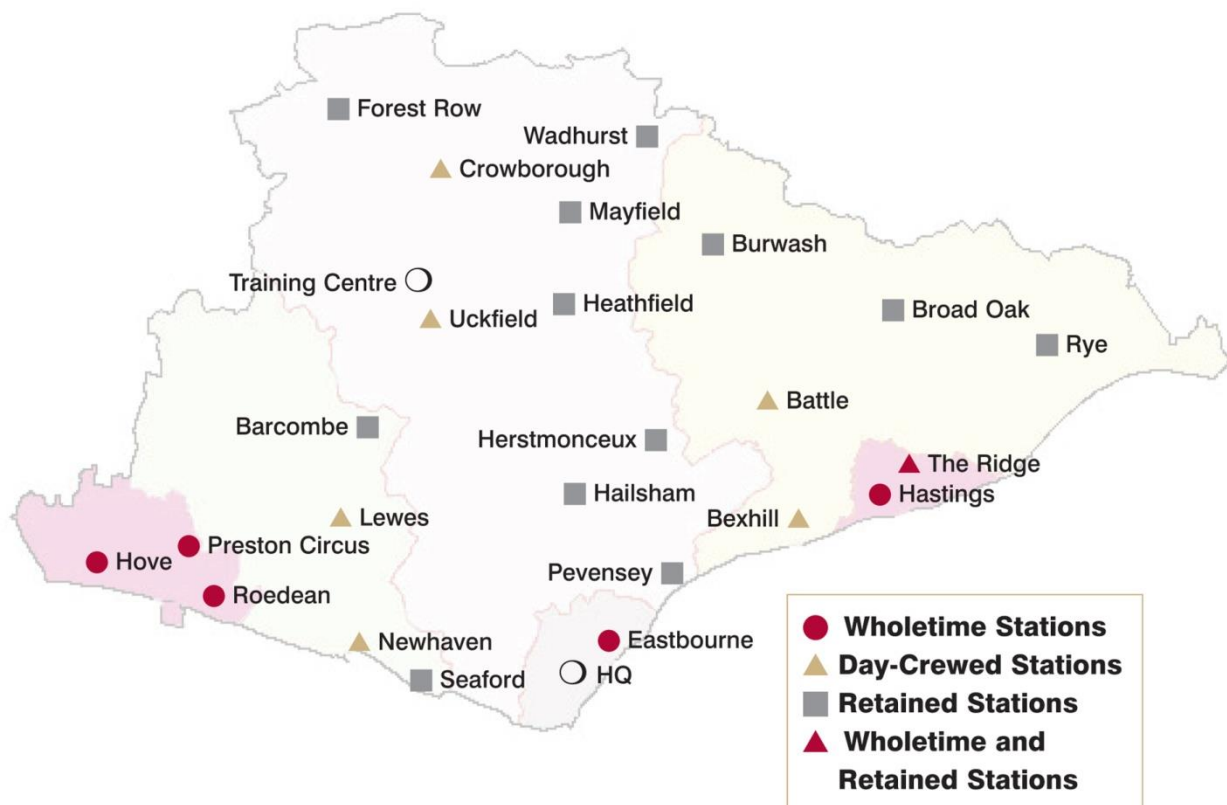
## Section A A Guide to East Sussex Fire Authority

Each Group is managed by a Group Manager, who is based within the Group area. The Group Manager has responsibility for all aspects of service delivery within the Group, including prevention, protection and response services. This structure enables the service to work productively with our partners in the local authorities, Police and ambulance services and other public services and community groups.

### Community Fire Stations

The Fire & Rescue Service provides its operational service from:

- 6 shift fire stations - crewed 24 hours a day by wholetime firefighters plus one retained appliance at The Ridge Fire Station.
- 6 day-crewed stations - crewed 24 hours a day by wholetime firefighters who are on station from 0900 – 1800 and are on call from home outside of these hours. The stations are supported by firefighters, on the retained duty system, who are on call 24 hours a day and respond when called via alerters (paggers).
- 12 retained stations – crewed by firefighters, on the retained duty system, who provide 24 hour cover on call using alerters (paggers).





## **Fire Authority Purpose and Commitments**

**Our Purpose and Commitments are at the centre of everything we do.**

Whether responding to emergencies, working to prevent them happening in the first place or providing support, our firefighters, officers, control room operators, Business and Community Safety Teams, support staff and volunteers all play their part.

We are proud to serve East Sussex and Brighton and Hove City.

### **Our Purpose**

**We make our communities safer**

### **Our Commitments**

**We will do this by:**

- Delivering high performing services
- Educating our communities
- Developing a multi-skilled, safe and valued workforce
- Making effective use of our resources

### **Our Values**

#### **Proud**

We are proud of our Service and enjoy working in a positive environment – by continually improving our services and our organization

#### **Accountable**

Serving our whole community – by providing a good, cost-effective service

#### **Integrity**

Trust, integrity, initiative and innovation – by being open, honest and encouraging creativity

#### **Respect**

Respect and dignity for all – by treating members of our community and each other in a way that values their individuality and by challenging discrimination and unsuitable behaviour



## **Fire & Rescue Service Contact**

For general queries, operational policies or the Fire & Rescue Service Complaints, write to:

East Sussex Fire & Rescue Service Headquarters  
Church Lane  
Lewes  
East Sussex  
BN7 2DZ

Telephone: 0303 999 1000

Fax: 01323 725574

Email: [enquiries@esfrs.org](mailto:enquiries@esfrs.org)

Web: [www.esfrs.org](http://www.esfrs.org)

For all operational issues

In the event of an emergency please dial 999.

For all non-emergency enquiries please contact:

### **Fire & Rescue Service Headquarters**

Email: [enquiries@esfrs.org](mailto:enquiries@esfrs.org)

Tel: 0303 999 1000

(minicom: 01323 462 003)