

## FRAMEWORK MANAGEMENT TASKS AND OWNERS

The ongoing management tasks for the UK Fire and Rescue Emergency Response Vehicles (Pumping Appliances, Aerials and Special Vehicles) Framework Agreement are outlined as follows:

Category	Task Description	Task Owner	Task Frequency
Framework Administration and Document Management	Create and maintain further competition templates	Framework Manager 2	As required
	Create and maintain vehicle procurement pipeline	NFCC FCTP Fleet Commercial Lead	Quarterly
	Create and maintain framework guidance documentation	Framework Manager 1	As required
	Review and update framework vehicle specifications	NFCC TOG	Annual review
	Action framework variations	Framework Manager 1	As required
	Ensure website contains latest version of framework documents	NFCC FCTP Fleet Commercial Lead & Framework Manager 1	As required
	Marketing of the framework	NFCC FCTP Fleet Commercial Lead, Procurement Hub & Suppliers	Go live and regularly during life of framework
	Record lessons learnt for future procurements	Framework Manager 1	As required
Framework Customer Management	Sign post customers to online framework information	Framework Management Team	As required
	Provide high level support and guidance on the framework	Framework Management Team	As required
	Ensure access to latest vehicle procurement pipeline (both website version suitable for suppliers and more detailed version to be emailed to FRSs), which includes relevant contact per FRS	NFCC FCTP Fleet Commercial Lead	Quarterly
	Attend NFCC TOG meetings to discuss framework	Framework Management Team	Quarterly
	Communicate framework updates and issues to framework users	Framework Management Team	As required



**FRAMEWORK MANAGEMENT  
TASKS AND OWNERS**



Category	Task Description	Task Owner	Task Frequency
Framework Supplier Management	Track and review financial stability	Framework Manager 1	Biannual and monitoring alerts through credit report provider
	Ensure required insurance is in place and renewed	Framework Manager 1	Annually (upon insurance expiry)
	Monitor progress against Carbon Reduction Plan	Framework Manager 2 & Environmental Lead	Biannual – Standing agenda item at Framework Management Meetings
	Monitor progress against Waste Reduction and Management Plan	Framework Manager 2 & Environmental Lead	Biannual – Standing agenda item at Framework Management Meetings
	Monitor market competition	NFCC FCTP Fleet Commercial Lead & Framework Manager 1	Market competition to be discussed with NFCC TOG at quarterly meetings and with suppliers at biannual meetings. The Framework Management Team will take action if a lack of competition is identified as an issue.
	Monitor production capacity (to be published on NFCC website) and supply chain issues	NFCC FCTP Fleet Commercial Lead	To be discussed with suppliers at first Framework Management Meeting
	Provide latest vehicle procurement pipeline (able to access through website)	NFCC FCTP Fleet Commercial Lead	Quarterly
	Review management information	Framework Management Team	Biannual
NFCC Fire Commercial Transformation Programme	Report to and update NFCC FCTP	NFCC FCTP Fleet Commercial Lead	Quarterly
Call-Off Contract Management	Management of Call-Off Contracts	Contracting Authority	As required