## Fire and Rescue Service

### Circular

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- **This circular is** For information
- **This circular is** Relevant to the National Framework
- **Status** To notify FRAs of registration arrangements for the esd-toolkit.

### Annual Efficiency Statements – esd – toolkit registration

#### Issued by:

Talia Watson  
Fire and Resilience Policy Division

#### Addressed to:

The Chair of the Fire and Rescue Authority  
The Chief Executive of the County Council  
The Clerk to the Fire and Rescue Authority  
The Clerk to the Combined Fire and Rescue Authority  
The Commissioner of the London Fire and Emergency Planning Authority  
The Chief Fire Officer

#### Please forward to:

- Treasurers
- Finance Directors

#### Summary

This circular is to inform FRAs of how to register for the esd-toolkit. Registration is necessary to enable access to the online Annual Efficiency Statements (AES) template.

#### For further information, contact:

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1.0 **esd-toolkit**

1.1 Further to circular 3/2007 issued on 19 January 2007, this circular contains registration details for the esd-toolkit. Communities and Local Government (CLG) has commissioned esd-toolkit to provide a secure online AES reporting system. All 388 English Local Authorities have been using the esd-toolkit to submit their Efficiency statements for some time. CLG now propose to extend this system to include Fire and Rescue Authorities (FRAs). As a result of the move to online submissions, it is important to note that we will no longer be accepting AESs by email. Furthermore, we will no longer require signed hard copies of the AES as the person submitting the online statement will have delegated authority for ensuring that the AES is correct.

2.0 **Registered users**

2.1 FRAs who have not already registered to use esd-toolkit will need to do so in order to use the online AES template. Registration is free of charge. A short guide on completing the registration process can be found at:


2.2 Once registered, the nominated user responsible for updating and submitting the AES statement will need to email the esd-toolkit support desk at support@esd.org.uk to request that their user permission be set up. An email confirming that the set up has been successful will then be sent to the user.

2.3 **Subscribed users**

2.4 Subscribed users will already have a nominated esd-toolkit Administrator (visible upper right on screen when logged in to esd-toolkit). The nominated user responsible for updating and the submitting AES statement will need to contact their respective Administrator and ask that they allocate them the permissions to View, Update and Submit their AES statement. This can be done from the Tools > Administration > System Users > area and once here, FRAs should click on the relevant user’s name, then click on Update, scroll down to find the AES options (towards the bottom) and click in the Yes button for each. It is possible for subscribed FRAs to allow several different users to View and Update the statement, with only one user able to Submit it if desired. Please email support@esd.org.uk if you have any problems.

2.5 It is anticipated that the toolkit will go ‘live’ on 5 March, well in advance of the deadline for the submission of forward look 2007/8 AESs on 12 April.

*Talia Watson*

*Fire and Resilience Policy Division*