

TYNE AND WEAR FIRE AND RESCUE AUTHORITY

Item No

MEETING: 20 July 2009

**SUBJECT: INTEGRATED RISK MANAGEMENT 2009/10 ACTION PLAN –
QUARTER 1 UPDATE**

**JOINT REPORT OF THE CHIEF FIRE OFFICER, CLERK TO THE AUTHORITY AND
FINANCE OFFICER**

1 INTRODUCTION

1.1 The purpose of this report is to provide an update for Members in respect of the implementation of the Integrated Risk Management Plan (IRMP) Annual Action Plan for 2009/10, approved by the Authority in March 2009. (Minute No. 114/2008 refers).

2 BACKGROUND

2.1 Fire Service Circular 7/2003 provided Fire and Rescue Authorities with the guidance required to produce a medium-term IRMP that would be focused on improving community safety through the more effective and efficient use of fire and rescue service resources.

2.2 This process effectively formed the basis of a new approach to risk management through the introduction of a more sophisticated means of identifying and evaluating a broad range of risks, subsequently developing strategies to deal with the risks and directing resources to support the introduction of them.

2.3 An integral part of the overall IRMP medium-term planning process is the requirement to produce an annual IRMP Action Plan to support the main Integrated Risk Management strategic plan. In line with this expectation, and following an extensive consultation exercise, the Fire and Rescue Authority approved its IRMP Annual Action Plan for 2009/10 in March 2009.

3 DELIVERY OF THE 2009/10 INTEGRATED RISK MANAGEMENT PLAN

3.1 Within the 2009/10 annual plan a total of ten specific improvement actions were identified and, for ease of reference and monitoring, these proposed actions were incorporated into an appendix to the main IRMP document.

3.2 Further to the endorsement of the report by the Authority work has commenced with regard to the implementation of the improvement actions for 2009/10 and this report provides Members with an update on progress against these actions.

4 PROGRESS TO DATE

4.1 It is pleasing to report that all the improvement actions within the plan are progressing well. Work that has been undertaken thus far is outlined below for consideration and comment by Members

Creating the Safest Community

- **Introduce a Community Engagement Team.** The job descriptions for the Community Engagement Team, comprising two staff, have been developed and it is anticipated that the appointment process will commence in August, with the aim of having the successful candidates appointed by the end of September 2009. Once in place the staff will assist the Authority in gaining wider access to underrepresented groups to promote community safety issues and to improve consultation and communication with these groups in general.
- **Quality Assurance of the Home Safety Check Process.** The quality assurance audit of the Home Safety Check (HSC) process has been undertaken and this has resulted, amongst other changes, in the development of a new information capture form. All HSC data is now being recorded on the Community Fire Risk Management Information System (CFRMIS) which provides the opportunity for the more sophisticated analysis of the Home Safety Check information and from which an increased range of community safety initiatives will be derived.
- **Review Partnership Working Relationships with Local Authorities.** The review of our current partnership working relationships with local authorities is progressing well and the evidence gathering phase is now complete. This work has included questionnaires/structured interviews with LSP representatives. An initial workshop has been held to evaluate the evidence and identify emerging issues for the service and further reports will be forthcoming on this subject for the consideration of Members.
- **Review of Special Emergency Response Vehicles.** A review of crewing levels on special Emergency Response Vehicles (ERV) recommended changes to the way these appliances are crewed. This review was presented to Members at the April meeting of the Authority, where the recommendations were approved (Min No). Consequently, the special ERV at Newcastle South Community Fire Station is now dual staffed and plans are being developed for similar arrangements for the special ERV at Hebburn Community Fire Station.
- **Review of Equipment carried on and the Type of Emergency Response Vehicle in Use.** In order to review the equipment carried on and the type of the Emergency Response Vehicles in use with Tyne and Wear, three individual working groups have been established. These groups are in the process of collecting and analysing data related to equipment and vehicle usage at incidents. When complete, this information will be used to inform future procurement decisions.
- **Personal Development Process.** The review of the Personal Development process has commenced. A working group has been set up to investigate how to carry out and record individual performance reviews in accordance with the requirements of the Fire and Rescue Service National Framework 2008-11 with specific reference to integrating this into the Red Kite training software already in place.
- **Ensure a Dynamic Response to Risk.** A group to examine the current approach to operational risk information has been set up. The group will

undertake a review of risk information capture and dissemination systems used by other fire and rescue services and consider whether there are advantages to be gained by the adoption of any of these or whether there are improvements that could be made to the current system.

- **Embed Operational Assurance Across the Service.** The Operational Assurance Team has introduced a comprehensive work programme that will help to ensure that our operational practices fully conform to the appropriate standards. They have undertaken an exercise to ensure all of our relevant operational procedures are fit for purpose, which included examining operational procedures, equipment standard operating procedures, tactical plans and hazardous materials standard operating procedures.
- **Environmental Impact.** Investigative work has commenced on how the impact of fires and other incidents impact on the environment and how this can be effectively recorded and inform how best the impact can be minimised.
- **Environmental Management System.** With the assistance of a student placement from Sunderland University a paper is being produced which will set out the types of environmental management systems that are available to organisations and the associated cost of implementation and maintenance of these.

5 FINANCIAL IMPLICATIONS

- 5.1 The financial implications arising from the implementation of the IRMP Annual Action Plan 2009/10 have been fully taken into account in the Authority's Medium Term Financial Strategy. It is also worth re-iterating that the IRMP has and will continue to generate efficiency savings for the Authority that have allowed reinvestment into service provision and is incorporated into the Annual Efficiency Statement that is provided for Communities and Local Government (CLG).

6 RISK MANAGEMENT IMPLICATIONS

- 6.1 There is a potential risk of delays in the completion of the planned actions. However, progress against all of the above improvement actions is continually reviewed to determine any factors which may result in delays and any necessary adjustments to work schedules are then made following approval by the responsible senior officer.

7 CONCLUSION

- 7.1 The delivery of the 2009/10 IRMP Annual Action Plan is progressing well. This is being done whilst also ensuring that efficiencies are realised that assisted the Authority to meet the targets set by central government. Close monitoring of the financial and operational implications of the IRMP will continue in order to ensure that the benefits set out in the plan continue to be fully realised

8 RECOMMENDATIONS

8.1 The Authority is requested to:

- Note and endorse the progress made in relation to the implementation of the 2009/10 IRMP action plan.
- Receive further reports as appropriate

BACKGROUND PAPERS

The under mentioned Background Papers refer to the subject matter of the above report:

- Integrated Risk Management Plan 2009/2012 and Annual Action Plan 2009/2010 - Report of Consultation – 16 Mar 2009