

MEETING: 23 November 2009

**SUBJECT: INTEGRATED RISK MANAGEMENT 2009/10 ACTION PLAN –
QUARTER 2 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 INTEGRATED RISK MANAGEMENT PLAN

3.1 Within the 2009/10 annual plan a total of ten specific improvement actions were identified. 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 been undertaken with regard to the implementation of the improvement actions for 2009/10. This report provides Members with progress against these actions since the last update which was at the end of 2009/10 Quarter 1 (Minute No. 15/2009 refers).

4 PROGRESS TO DATE

4.1 A significant amount of work has been undertaken to complete the Annual *Creating the Safest Community*

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Action Plan. The following work associated with the delivery of the plan is outlined below for the consideration of Members:

- **Community Engagement Team.** The recruitment of the Diverse Community Relationship Manager is well under way. The post was advertised in August and 19 candidates progressed to the first stage of assessment. Eight were successful and will attend interviews in November.
- **Home Safety Check Process.** The quality assurance process has been built into the Home Safety Check (HSC) process and has resulted in the development of a new form which captures all of the data required. Work continues in establishing the Community Fire Risk Management Information System (CFRMIS) as the data collection hub for all relevant risk information. All HSC data is now captured on CFRMIS.
- **Working Relationships with Local Authorities.** A review of our working relationships with local authorities is complete. The effectiveness of the approach of District coterminosity has been broadly confirmed and a number of changes to working practices identified which will further strengthen the approach of the organisation as a whole to working with Local Strategic Partnerships. Action planning to deliver these changes is currently in hand.
- **Review of Special Emergency Response Vehicles.** The dual staffing arrangements for the special emergency response vehicle (SRV) at Newcastle South Community Fire Station continue to be monitored. A similar staffing model is being prepared for the SRV based at South Tyneside West Community Fire Station in the early part of 2010.
- **Review of Equipment carried on Emergency Response Vehicles.** Three working groups were established to review category 1, category 2 and special appliances. These groups have collected and analysed data related to equipment usage and incident risk data. This information has been used to inform decisions about the specification for the new front line appliances.
- **Personal Development Process.** A comprehensive review of the personal development process has been carried out. As a result a new electronic recording process has been identified with the Red Kite Training Recording System. Training for managers on this system is due to be carried out in November.
- **Dynamic Response to Risk.** A risk information team has been established, which is tasked with identifying operational risk information that will enhance the safety of firefighters and to ensure that this information is readily available and current.
- **Embed Operational Assurance.** The Operational Assurance Team have completed the alignment of all procedures. This covered operational procedures, equipment standard operating procedures, tactical plans and hazardous materials standard procedures. In addition, a communications plan has been developed and an Operational Assurance Group has been established which is reporting to SMT on a quarterly basis.
- **Environmental Impact of Incidents.** Investigative work is now complete on how the impact of operations on the environment will be measured. This

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work has defined the appropriate incident types to which we can apply the Carbon Weighting Formula. Investigations are now taking place into how this can be reported on our Performance Management System.

- **Environmental Management System.** A Sustainability Strategy is being developed and we have engaged the Energy Saving Trust to provide a Green Fleet Review. A separate report on the Sustainability Strategy will be presented to Members shortly. Additionally, the Authority has become part of the Local Authority Carbon Management Programme.

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 allow 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 A risk assessment has been undertaken to ensure that the risk to the Authority has been minimised as far as practicable. The assessment has considered an appropriate balance between risk and control; the realisation of efficiencies; the most appropriate use of limited resources; and a comprehensive evaluation of the benefits. The risk to the Authority has been assessed as low utilising the standard risk matrix based on control measures being in place.

7 CONCLUSION

- 7.1 The delivery of the 2009/10 IRMP Annual Action Plan is progressing well with the planned actions thereby improving the service provided to the public. This is being achieved whilst also ensuring that efficiencies are realised that assist the Authority to meet the targets set by central government.

8 RECOMMENDATIONS

- 8.1 The Authority is requested to:
- Consider the progress made in relation to the implementation of the 2009/10 IRMP action plan.
 - Receive further reports upon the completion of the outstanding actions.

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

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- Integrated Risk Management 2009/10 Action Plan – Quarter 1 Update – 20 July 2009