

**MEETING: 22 February 2010**

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**SUBJECT: INTEGRATED RISK MANAGEMENT 2009/10 ACTION PLAN –  
QUARTER 3 UPDATE**

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

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**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. 114/2009 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 and actions to deal with the risks, and directing resources to implement those strategies and actions.

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 2 (Minute No. 55/2009 refers).

**4 PROGRESS TO DATE**

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

## PREVENTING PROTECTING RESPONDING

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 process for the appointment of the Diverse Community Relationship Manager was completed, following an assessment and interview process and an offer of employment was made to a candidate. Unfortunately, due to personal medical reasons, the candidate later declined the offer as the date for commencement of employment was being set. No suitable alternative candidate was successful during the process. As a result, the post is in the process of being re-advertised. It is anticipated that this process will be completed by the end of March 2010.
- **Home Safety Check Process.** This action is now complete. All Home Safety Checks are now recorded on the Community Fire Risk Management Information System (CFRMIS); this includes the recording of quality assurance checks. Additionally all appropriate staff have received refresher training.
- **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. An action plan to deliver these changes has been developed for 2010/11.
- **Review of Special Emergency Response Vehicles.** The dual staffing arrangements for the special emergency response vehicle (SERV) at Newcastle South Community Fire Station have been in place now for ten months. During this period of time the activity level of the vehicle has been closely monitored in order to identify any tangible difficulties with the crewing arrangements. No difficulties have been registered and there has been no overall impairment of the operational effectiveness of the service.

Consequently, it is proposed that the second phase of the dual staffing initiative is implemented from the start of 2010/2011 financial year as set out in the Authority's report of April 2009 (Minute No. 10.1 (i), (ii), (iii) refers).

- **Review of Equipment carried on Emergency Response Vehicles.** This action is now complete. 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. This review complements the requirements contained within the National Framework including the review of an individual's performance against their Role Map or Job Description as well as the setting of individual objectives and targets.

A revised PDP process has been developed and this is currently being trialled at Sunderland Central and Newcastle North Community Fire Stations

and within the Resources Group based at Service Headquarters. The Service wide roll out of the revised process will commence in April 2010.

- **Dynamic Response to Risk.** The risk information team is carrying out a study to examine methods to support the integrated management of risk information that will enhance the safety of firefighters whilst working towards more efficient, effective and economic use of resources.

To complement this, a CFRMIS operational intelligence module has been procured to support the collation and dissemination of operational risk information and is currently being trialled with the input of live data.

- **Embed Operational Assurance.** The Operational Assurance Team have completed the alignment of all procedures necessary to make Operational Assurance a routine part of operations. Operational procedures, equipment, standard operating procedures, tactical plans and hazardous materials standard procedures are routinely reviewed at, and following, both incidents and training events.

A successful test of the business continuity plan was carried out at Sunderland South Community Fire Station on the 19<sup>th</sup> of January. The results are currently being scrutinised to see if improvements can be made to plans. Further exercises are being scheduled.

- **Environmental Impact of Incidents.** Investigative work is now complete on how the impact of operational activity fire incidents on the environment may be measured. This work has resulted in the grouping of fires into simple categories of incident to which a Carbon Weighting Formula can be applied that will provide an estimation of how much carbon is released into the atmosphere, depending upon the nature and duration of the incident. This process is currently being practically tested with the intention of including the data in our Performance Management System from 2010/2011.
- **Environmental Management System.** The baselining study for the Carbon Trust is now complete and has identified carbon emissions/energy consumption, and potential actions to reduce these. A Green Fleet Review is also complete. The findings of both studies have informed the development of an Environmental Strategy which will be presented to Authority Members in the near future.

## 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 and annual Revenue Budget and Capital Programme as appropriate. 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 planned actions with regard to the 2009/10 IRMP Annual Action Plan are progressing well 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 and to improve value for money.

## **8 RECOMMENDATIONS**

- 8.1 The Authority is requested to:
- Consider and endorse 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.

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