

MEETING: 26 April 2010

SUBJECT: INTEGRATED RISK MANAGEMENT 2009/10 ACTION PLAN FINAL 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 a final 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 3 (Minute No. 86/2009 refers).

4 2009/10 UPDATE

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

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Action Plan a précis of which is set out below for the attention of Members.

- **Community Engagement Team.** This post has been re-advertised following the withdrawal of the successful interview candidate. The new recruitment process will be completed by the end of the week commencing 10 May 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.** This action is now complete. A review of our working relationships with local authorities was carried out. 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 approved by SMT and is now being incorporated into departmental annual plans for 2010/11.
- **Review of Special Emergency Response Vehicles.** This action is now complete. The dual staffing arrangements for the special emergency response vehicle (SERV) at Newcastle South Community Fire Station continue to be monitored. A similar staffing model was implemented for the SERV based at South Tyneside West Community Fire Station on 29 March 2010.
- **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 was successfully 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 commenced in April 2010 and will be complete by 31 March 2011.

- **Dynamic Response to Risk.** The Risk Information Team has carried 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 our resources. To complement this, a Community Fire Risk Management Information System (CFRMIS) operational intelligence module has been procured to support the collation

PREVENTING PROTECTING RESPONDING

and dissemination of operational risk information. It will become operational in Quarter 2 of 2010.

- **Embed Operational Assurance.** This action is now complete. 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 19 January 2010. The results are currently being scrutinised to see if improvements can be made to plans. Further exercises are being scheduled.

- **Environmental Impact of Incidents.** This action is now complete. Investigative work was carried out on how the impact of operations on the environment can be measured. This work has defined the appropriate incident types to which we can apply the Carbon Weighting Formula. These have now been developed into our Performance Management System and are currently being used. Results have been included in our recently published district plans
- **Environmental Management Framework.** This action is now complete. An Environmental Strategy and associated action plan has been developed which was approved by Members at the Authority meeting held on 29 March 2010 (Min 95/2010 refers).

3 FINANCIAL IMPLICATIONS

- 3.1 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. Details of the financial efficiencies generated are set out in the Annual Efficiency Statement that is provided to Communities and Local Government (CLG) and published on the Authority internet.

4 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.

5 CONCLUSION

- 5.1 The delivery of the 2009/2010 IRMP Annual Action Plan has progressed well with all of the actions contributing to an overall improvement in the service delivered to the public whilst also ensuring that efficiencies were realised that

PREVENTING PROTECTING RESPONDING

assisted the Authority to meet the targets set by central government and reduced the pressure on the precept increase each year.

5.2 The ongoing work associated with the initiatives will now be monitored through the performance management framework operating within the service.

6 RECOMMENDATIONS

6.1 The Authority is requested to:

- Approve the progress made in relation to the implementation of the 2009/10 IRMP action plan.

BACKGROUND PAPERS

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

- Integrated Risk Management 2009/10 Action Plan – Quarter 1 Update – 20 July 2009
- Integrated Risk Management 2009/10 Action Plan – Quarter 2 Update – 04 November 2010
- Integrated Risk Management 2009/10 Action Plan – Quarter 3 Update – 22 February 2010