

TYNE AND WEAR FIRE AND RESCUE AUTHORITY

Item No

MEETING: 23 FEBRUARY 2009

**SUBJECT: INTEGRATED RISK MANAGEMENT 2008/09 ACTION PLAN -
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 2008/09, approved by the Authority in March 2008. (Minute No. 137/2008 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 2008/09 in March 2008.

3 DELIVERY OF THE INTEGRATED RISK MANAGEMENT PLAN

- 3.1 Within the 2008/09 annual plan a total of seven 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 during the year with regard to the implementation of the improvement actions for 2008/09 and this report provides Members with progress against these actions (see attached).

4 PROGRESS TO DATE

- 4.1 A significant amount of work has been undertaken to implement the Annual Action Plan and it is pleasing to report that all the improvement actions within the plan are progressing well. Work undertaken that is associated with the delivery of this plan is outlined below for consideration and comment by Members:
- Monitoring of the effect on operational services of 4 x 4 crewing levels on all two pump stations is continuing. To date there have been no issues reported.
 - The delivery strategy for installing carbon monoxide detectors has been refreshed with Newcastle New Deal and Your Homes Newcastle (YHN) to ensure that appropriate addresses are forwarded in a timely fashion.
 - Two group managers have been trained in strategic incident management of water/land/technical rescue incidents. All water rescue equipment has now been received.
 - The Road Traffic Collision Policy was approved by the Fire Authority on 19 January 2009.
 - Building work and ICT installation is complete on the Command and Control Training Facility.
 - The delivery of bronze, silver and gold training courses in the Command and Control Training Facility are scheduled to commence on 20 March 2009.
 - An inspection framework has been developed for buildings deemed to be a heritage risk. This will be implemented in the first quarter of 2009/10.
 - Work continues with local authorities with a view to introducing automatic fire alarms and unwanted fire signals in dwellings protocols in all five districts.
- 4.2 Detailed monitoring of the financial implications of the IRMP continues to be undertaken in order to ensure that efficiency savings and spending on the proposed areas of reinvestment accord with the overall strategy set out in the Authority's Integrated Risk Management Plan and Strategic Plan.

5 FINANCIAL IMPLICATIONS

- 5.1 The financial implications arising from the implementation of the IRMP Annual Action Plan 2008/09 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 calculation of efficiency savings that is reported to Communities and Local Government (CLG).

- 5.2 The increased resources are made available for achieving the vision of 'Creating the Safest Community'.

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. Accordingly the project will be kept under regular, if not constant review.

7 CONCLUSION

- 7.1 The delivery of the 2008/09 IRMP Annual Action Plan is progressing well with all of the actions aimed at improving the service provided to the public being carried forward.
- 7.2 This is being achieved whilst also ensuring that efficiencies are being realised that assist the Authority to meet the targets set by central government.
- 7.3 Close monitoring of the financial and operational implications of the IRMP will continue into the future 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:
- Endorse the progress made in relation to the implementation of the 2008/09 IRMP action plan.
 - Receive a final report on 15 June 2009.

BACKGROUND PAPERS

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

- Integrated Risk Management Plan Progress Report, 21 July 2008.
- Integrated Risk Management Plan Progress Report, 03 November 2008.

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action 1: Monitor 4x4 crewing levels

Responsibility: AM Service Delivery

Link to Strategic Goals: 1, 2 & 4

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
AM SD	Stage 1 - Monitor any impacts of 4 x 4 staffing	30 Jun 08	Complete	Update 26 Jun 08: Monitoring of appliance staffing carried out,		30 Jun 08	Combined data record maintained by AM SD.
AM SD	Stage 2 - Monitor any impacts of 4 x 4 staffing	30 Sep 08	Complete	Update 10 Sep 08: Monitoring of appliance staffing and attendance times carried out		2 Sep 08	Combined data record maintained by AM SD.
AM SD	Stage 3 - Monitor any impacts of 4 x 4 staffing	31 Dec 08	Complete	Update 05 Jan 09: Monitoring of appliance staffing and attendance times carried out		31 Dec 08	Combined data record maintained by AM SD.
AM SD	Stage 4 - Monitor any impacts of 4 x 4 staffing	28 Feb 09	In Progress	Update 05 Jan 09: Monitoring of appliance staffing continues			
AM SD	Provide progress update to Members	16 Mar 09					

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action 2: Carbon Monoxide awareness

Responsibility: AM Service Delivery

Link to Strategic Goals: 1 & 2

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
GMB P&E	Data gathering and review	31 Mar 09	In Progress	Update 26 Jun 08: Work has commenced on gathering initial data. This will be reviewed and included in the programme			
District Managers	Partner Engagement	31 Mar 09	In Progress	Update 18 Sep 08: Newcastle New Deal and YHN engagement schemes operating. In North Tyneside, the Elderly Advocate scheme has been in operation for over a year.			District Reports & SMT Minutes. District Manager reports to SD AM.
GMB P&E	Implement installation programme	31 Dec 08 31 Mar 09	In Progress	<p>Update 18 Sep 08: Newcastle New Deal 119 CO detectors fitted. 150 fitted in YHN properties. CO Detectors fitted in elderly resident properties in North Tyneside, where appropriate.</p> <p>Update 05 Jan 09: Delivery strategy has been refreshed with Newcastle New Deal and YHN to ensure that appropriate property addresses are forwarded to TWFRS in a timely fashion. Previous problems are in the process of being addressed.</p>			District Reports & SMT Minutes. District Manager reports to SD AM.

**IRMP ACTION PLAN 08/09
PROGRESS REPORT**

GMB P&E	Review Programme	28 Feb 09					
GMB P&E	Final report to Authority	16 Mar 09					

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action 3: Re-examine the provision of water rescue and flood incident capability.

Responsibility: AM Community Safety

Link to Strategic Goals: 1, 2 ,3 & 4

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
Establish whether TWFRS has sufficient resources and training to deal with flooding incidents.							
Response Support Manager	Produce Interim Report	30 Apr 08	Complete	Update 16 Jun 08: Report submitted to SMT.		09 Apr 08	SMT Report
WMB RS Operations	Procure equipment based upon risk analysis	30 Jun 08	Complete	Update 16 Jun 08: Items of equipment delivered other items delayed lead in awaiting delivery. Update 30 Sep 08: Additional assessments being carried out following recent events. Update 05 Jan 09: All equipment procured	All additional water rescue equipment has now been received.	31 Dec 08	FMT report Response Support has further evidence if required.
Response Support Manager	Produce final report for SMT	01 Jul 08	Complete	Update 30 Sep 08: Report submitted to SMT.		02 Sep 09	SMT Report

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Establish our capability to cope with widespread flooding was caused by heavy rain fall overcoming the drainage system.							
Response Support Manager, GM L&D	Train 2 x GM's in Strategic Incident Management of Water/Land/Technical Rescue Incidents (FSC/Outreach)	30 Sep 08 31 Mar 09	In progress	Update 16 Jun 08: Initial course dates 14 – 18.07.08 Follow up course 1 – 5.09.08. Update 30 Sep 08: Training courses carried out for one GM, other will be trained in Jan 09.			Training records
Response Support Manager, GM L&D	Train all Station Y (HVP crew) personnel to 1st Responder level	30 Apr 08	Complete	Update 16 Jun 08: Sourced and risk assessed a suitable training venue on the River Tyne at Ovingham. Permission sought for use now venue used for quarterly SRT Training and First Responder Training. All Station Y personnel now trained.		30 Apr 08	Training records
Response Support Manager	Train all Station F personnel in extrication from vehicles in floods	30 Sep 08 31 Dec 08 31 Mar 09	Delayed	Update 16 Jun 08: Water wise training venue (Tees Barrage) suffered a 'near miss' with the training vehicle. All courses now delayed by 3 months. Update 30 Sep 08: Awaiting identification of a suitable training venue Update 05 Jan 09: Awaiting identification of a suitable training venue			

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action 4: Implement Road Traffic Collision Policy

Responsibility: AM Community Safety

Link to Strategic Goals: 1 & 2

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
WMB P&E SHQ	Review of existing data	30 Apr 08	Complete	Update 16 Jun 08: Study conducted by FSEC Researcher reported to SMT	High Risk areas and target age groups identified	30 Apr 08	Final Report – WHR Road Respect– PW
GMA P&E SHQ	Initial project meeting	30 Apr 08	Complete	Update 16 Jun 08: Meeting held with district staff and proposals were discussed		30 Apr 08	Meeting notes – WM Soady
WMB P&E & Stn Managers	Produce project plan	31 May 08	Complete	Update 16 Jun 08: Project plans developed in line with annual action plan		31 May 08	P&E L3 Plan
WMB P&E SHQ	Produce communications plan	31 May 08	Complete	Update 16 Jun 08: Requirements communicated to target district. Road Respect Course booked for July.		31 May 08	P&E L3 Plan
WMB P&E SHQ	Implement pilot initiative on one district	31 Jan 09	Complete	Update 16 Jun 08: North Tyneside is target district. Road Respect Course booked for July 2008 hosted at Stn G Update 30 Sep 08: North Tyneside and South Tyneside have carried out district initiatives Update 31 Jan 09: Policy approved by Fire Authority on 19 Jan 09.		31 Jan 09	Course booking and Stn G diary

**IRMP ACTION PLAN 08/09
PROGRESS REPORT**

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
Stn Manager	Evaluate and develop roll-out plan	31 Jan 09					
GMA P&E SHQ	Produce final report	16 Mar 09					

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action 5: Provide Command and Control Training for major incidents

Responsibility: AM HR/L&D

Link to Strategic Goals: 3 & 4

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
Head of Estates/ WMB L&D	Construction of Command and Control training facility	28 Nov 08 31 Jan 09	Complete	<p>Update 29 May 08: Tenders received and a preferred bidder identified and contract awarded.</p> <p>Update 14 Dec 08: Building work complete.</p>			
GMB Snr L&D Manager	Identify appropriate bronze, silver and gold development programmes	30 Apr 08	Complete	<p>Update 29 May 08: All programmes identified.</p> <ul style="list-style-type: none"> Bronze programmes; specific programmes for CM & WM in place. Silver: Programme developed & due to be piloted during July. Gold: FSC and MAGIC programmes in place. <p>All of the programmes will be reviewed on completion of the ICS, with a view to ensuring the programmes make best use of the new technology available.</p>			

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
GMB Snr L&D Manager	Create and pilot all command and control development programmes	31 Oct 08	Complete	Update 14 Dec 08: All programmes identified. <ul style="list-style-type: none"> Bronze programmes; CM & WM programmes have been created and piloted Silver Programme: SM & GM programmes have been created and piloted within the NE region Gold: FSC GOLD programmes in place. MAGIC not yet available from FSC. 		31 Oct 08 31 Oct 08 31 Oct 08	L&D Level 3 Plan L&D Level 3 Plan L&D Level 3 Plan
GMB Snr L&D Manager	Commence delivery of bronze, silver and gold development programmes	05 Jan 09 20 Mar 09	In progress	Update 14 Dec 08: Commencement of delivery delayed due to delays in delivery of furniture. L&D are liaising closely with Estates to rectify this. Draft delivery programme produced and will be finalised in Jan 2009	GOLD exercise utilising Incident Command Suite programmed for 20 Mar 2009		

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action 6: Identify and record all buildings considered to be a 'heritage risk'.

Responsibility: AM Community Safety

Link to Strategic Goals: 1, 2 & 3

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
GMB P&T SD	Data gathering and consultation	31 Mar 09	Complete	Updated 9 Jun 08: Grade I – II list obtained from English Heritage. Consultation process started with Internal & external stakeholders	Stakeholders include Service Delivery , Response Support Local Authorities English Heritage	31 Jul 08	Data held by P&T
P&T Station Managers	Initial evaluation and recording of data on to Community Fire Risk Management Information System	28 Feb 09	Complete	Updated 9 Jun 08: Data already held on occupied historic buildings and an evaluation process is in progress	Those Heritage buildings that are occupied and have been inspected are recorded within the data system. This data is currently being evaluated	31 Jul 08	Data held by P&T
GMB P&T SD & P&T Station Managers	Plan and carry out inspection programme	31 Jan 09	In progress	Update 30 Sep 08: Data being analysed to prioritise response Update 05 Jan 09: Inspection framework to be implemented in Q1 09/10			
GMB P&T SD	Prepare final report	16 Mar 09	Not yet started				

IRMP ACTION PLAN 08/09 PROGRESS REPORT

Action 7: Extend the AFA and unwanted fire signals in dwellings protocol to all five local authority areas.

Responsibility: AM Community Safety

Link to Strategic Goals: 1, 2 & 3

Action Owner	Actions We Will Take	Target Date	Status	What Have We Done?	Comments / Milestones	Completion Date	Evidence
GMA SD	Data gathering and consultation	31 Mar 09	In progress	<p>Update 26 Jun 08: Research and preparatory work has been started</p> <p>Update 30 Sep 08: Working with local authorities to introduce scheme in all 5 districts</p>			
GMA SD	Initial evaluation and planning of initiatives	31 Mar 09					
GMA SD	Implement appropriate reduction strategies and initiatives	31 Mar 09					
GMA SD	Evaluation of reduction strategies and initiatives	31 Mar 09					
GMA SD	Prepare Final Report	16 Mar 09					