

## AGENDA ITEM:

<b>REPORT TO:</b>	<b>MERSEYSIDE FIRE &amp; RESCUE AUTHORITY</b>
<b>DATE:</b>	<b>TUESDAY 13<sup>TH</sup> DECEMBER 2011</b>
<b>REPORT NO.</b>	<b>CFO/154/11</b>
<b>REPORTING OFFICER:</b>	<b>CHIEF FIRE OFFICER</b>
<b>CONTACT OFFICER:</b>	<b>DIRECTOR OF STRATEGIC PLANNING, DEB APPLETON EXT 4404</b>
<b>OFFICERS CONSULTED:</b>	
<b>SUBJECT:</b>	<b>INTEGRATED PLANNING</b>

<b>APPENDIX</b>	<b>1</b>	<b>TITLE</b>	<b>PLANNING TIMETABLE</b>
	<b>2</b>		<b>PLANNING FLOW CHART</b>

### ATTACHED – HARD COPY

#### Purpose of Report

1. The purpose of this report is to outline to Members the integrated planning process designed to develop strategic and local plans and ensure that performance against those plans is monitored, managed and reported.

#### Recommendation

2. That Members;
  - a) note the integrated planning process and the arrangements to ensure monitoring, management and reporting of those plans.

#### Introduction & Background

3. Merseyside Fire and Rescue Service has an integrated and inclusive approach to planning. The plans that set out the ways in which the Service will achieve its Mission and Aims and comply with its values are all connected and staff and stakeholders have an opportunity to contribute to the plans.
4. The planning timetable as set out at Appendix 1, facilitates involvement and engagement from a variety of stakeholders as part of the preparation of the plans and a rigorous approach is taken to regular monitoring, management and reporting of progress against the Service's aims and objectives. The way in which the plans fit together is shown in the flow chart at Appendix 2. The plans are approved by the Authority or an appropriate committee before the beginning of the new financial year.

5. The planning timetable and process is managed by the Strategic Planning Directorate with considerable input and involvement from other functions and departments.

#### Integrated Risk Management Plan

6. The Integrated Risk Management Plan (IRMP) is a three year plan setting out the Mission and Aims concentrating on the core objectives and key priorities. The IRMP makes high level statements in line with organisational risk, the National Framework, equality and diversity and the Authority's budget. The plan is created by Strategic Management Group (facilitated by Strategic Planning) working with Members, staff partners and other stakeholders (including the public) to review key factors such as risk, previous performance, legal requirements, equality and financial affordability.
7. The Plan and performance against it are published on the Portal and website and managed through the Service Plan process below.

#### Service Plan

8. The Service Plan is an annual plan that provides a summary of IRMP actions and any other actions that are not appropriate for inclusion in the IRMP. In addition, it details performance against Local Performance Indicators (LPIs) for the previous year and targets for the next year.
9. Achievement against these actions and LPI targets is monitored on a monthly basis by an officer Performance Management Group, scrutinised by SMG and the IRMP Scrutiny Panel quarterly, published on the Portal and website and summarised in the Annual Report.

#### Station and District Community Safety Delivery Plans

10. Community Safety Delivery Plans are local plans developed and owned by Community Fire and Rescue Station staff working with their district based Group Manager Community Safety Managers and partners, facilitated by Strategic Planning. The Plans reflect local risks and priorities and set out how the fire station and district based staff will improve outcomes in the station and district areas. The Plan and performance information is published on the Portal and the website and graphical information is prominently displayed in stations. Visitors to the Community Fire and Rescue Stations are encouraged to comment on the plan and the outcomes for their area.
11. Achievement against these actions and LPI targets is managed by the Station Management Group, Group and Community Safety Managers and reported quarterly to an officer Performance Management Group, Members and SMG and summarised in the Annual Report.

#### Functional Delivery Plans

12. Functional Delivery Plans are similar to Community Safety delivery Plans but departmentally based or thematic eg. Legal Services Delivery Plan or the Environmental Plan respectively.

13. The Plans are published on the Portal and in offices and performance against them is monitored by the officer Performance Management Group and reported to SMG and Members quarterly

#### Financial Planning

14. Financial Planning is a separate but linked process and is complemented by the IRMP planning process. SMG members work together to ensure that the IRMP reflects budget realities and priorities, as well as value for money. Quarterly financial performance reports are presented to SMG and Members.

#### Monitoring and Action

15. An audit trail is required to demonstrate achievement against objectives, good performance management, value for money and good governance. This is provided by a flexible approach to project and partnership management which ensures that actions in plans receive the level of project management proportionate to risk, size and importance.
16. It is important that the actions within the plans feed into individuals' values based appraisals to ensure that staff are aware of their role in the overall plan, and that they are delivering against the actions.
17. Results of the management and monitoring process will be reported as outlined above for each action.

#### Annual Report

18. The Annual Report is a short, easy to read and visual report highlighting the Authority's achievements for the year, it is published on the Portal and website.

#### Equality & Diversity Implications

19. The planning process includes consideration of equality impact and diversity as an integral part of the approach to ensure that the resulting objectives and actions meet the needs of our communities and have an appropriate impact on protected groups. The Equality & Diversity Team will assist stations in the creation of their Community Safety Plans to ensure the needs of the Community are truly reflected.

#### Staff Implications

20. There are no staff implications arising from this report.

#### Legal Implications

21. The IRMP is required as part of the National Framework and the Service Plan, and although delivery plans are not legally required they represent a consistent approach to good planning which ensures that the Authority complies with best practice in this area.

### Financial Implications & Value for Money

22 There are no financial implications arising from this report. Value for money is a fundamental part of the planning process.

### Risk Management, Health & Safety, and Environmental Implications

23 The planning process ensures that appropriate account is taken of risk, health and safety and environmental issues as objectives are developed.

### Contribution to **\*\*Our Mission – To Achieve; Safer Stronger Communities – Safe Effective Firefighters\*\***

24 The planning process is the way in which the Service develops objectives to ensure it achieves its Mission and the way in which it monitors, manages and reports on those achievements.

### **BACKGROUND PAPERS**

None

\*\*Currently part of the IRMP 2012-2015 Consultation

## Appendix 1

Planning Timetable	This Year's plans	Next Year's plans
April	New plans commence Final performance of the previous year's plans collated	
May	Monthly performance reporting	Planning for IRMP starts - SMG consider high level messages and direction Public Consultation in districts
June	Monthly performance reporting Service Plan updated with previous year final outturn LPI data	Functions work on potential actions for the IRMP
July	Collation of 1 <sup>st</sup> quarter IRMP/Service Plan and CS Delivery Plans performance information 1 <sup>st</sup> Qtr financial report prepared Previous year's Annual Report prepared	Functions report potential actions to SMG Authority holds an IRMP Strategy Day
August	Monthly performance reporting	SMG contribute to IRMP development Majority of the IRMP written
September	Monthly performance reporting Previous year's Annual Report to Authority	Draft IRMP finalised
October	Collation of 2nd quarter IRMP/Service Plan and CS Delivery Plans performance information 2nd Qtr financial report prepared	Draft IRMP agreed by Authority and published for consultation Budget planning begins
November	Monthly performance reporting	Public consultation on IRMP Planning for CS Delivery Plans starts LPI review starts
December	Monthly performance reporting	IRMP consultation continues CS Delivery Plans planning continues Service Plan planning starts
January	Collation of 3rd quarter IRMP/Service Plan and CS Delivery Plans performance information 3rd Qtr financial report prepared	IRMP consultation ends CS Delivery Plans planning continues Service Plan and LPIs finalised Functional plans developed Authority budget Strategy Day
February	Monthly performance reporting	IRMP agreed by Authority Budget agreed by the Authority CS Delivery Plans finalised Governance and project management arrangements for the actions starts
March	Monthly performance reporting	CS Delivery Plans to SMG Governance and project management arrangements for the actions continues CS Delivery Plans approved by Authority

## Appendix 2

