

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	AUTHORITY		
DATE:	14 DECEMBER 2017	REPORT NO:	CFO/078/17
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEPUTY CHIEF FIRE OFFICER	REPORT AUTHOR:	DEB APPLETON
OFFICERS CONSULTED:	DAVE MOTTRAM, NICK SEARLE, GUY KEEN, IAN CUMMINS		
TITLE OF REPORT:	IRMP UPDATE AND PLANNING PROCESS FOR 2018/19		

APPENDICES:	APPENDIX A: IRMP UPDATE
--------------------	--------------------------------

Purpose of Report

1. To inform Members of the progress made so far in relation to the 2017/20 Integrated Risk Management Plan and the planning process and timetable for 2018/19.

Recommendation

2. That Members:
 - i) note the planning process and timetable for 2018/19,
 - ii) a and approve the publication of the IRMP update (Appendix A) on the website for a period of two months as a method of informing stakeholders about progress and inviting comment to inform the planning process.

Introduction and Background

3. Each year the Authority publishes an overarching Service Delivery Plan, which includes Functional Plans and Station plans. The process for producing these plans was aligned in the 2016/17 planning process along with the appraisal process, which now takes place after April to ensure that activities and objectives contained in plans can be considered in each employee's appraisal.
4. Since the abolition of the District Management structure in August 2015, District objectives have been included within the plans for those Functions that still deliver services on a district footprint (e.g. Community Risk Management). Those objectives then inform station plans. In order to do this, the Functional Plans are prepared in January and this allows station staff to use the Functional Plans, the planning Strategic Directions (an overview of what the organisation plans to do) and a variety of incident and demographic information to prepare their own local Station Plan in February, with the annual Service Delivery Plan being presented to Policy and Resources Committee on 22nd March 2018. Authority.

IRMP and Consultation

5. 2017 saw the launch of the 2017/2020 Integrated Risk Management Plan. The key objectives from the IRMP were included in the Service Delivery Plan (incorporated into Functional Plan objectives).
6. The National Framework (currently under review) requires each Fire and Rescue Authority to produce an Integrated Risk Management Plan adhering to the following criteria:

Each fire and rescue authority integrated risk management plan must:

- be easily accessible and publicly available
 - reflect effective consultation throughout its development and at all review stages with the community, its workforce and representative bodies, and partners
 - cover at least a three year time span and be reviewed and revised as often as it is necessary to ensure that fire and rescue authorities are able to deliver the requirements set out in this Framework
 - reflect up to date risk analyses and the evaluation of service delivery outcomes
7. The 2017/20 IRMP has been reviewed to determine progress so far and whether there are any significant changes or new actions that need to be considered (see Appendix A). It is not intended to produce a new IRMP in 2018/19 as the existing IRMP is still current. But it is intended to include an IRMP update in the Service Delivery Plan. It is considered advisable to publish the IRMP update on the website for a period to inform stakeholders about progress and invite comment to help inform the planning process.
 8. The Service Delivery Plan 2018/19 will contain the following:

Part 1

Introduction

Mission and Aims

Core Values

About us – Merseyside at a high level

Part 2 [including IRMP objectives]

Service Delivery model

Preparedness

Response

Prevention

Protection

People

Resources and how we allocate them, including support services

The needs and risks in Merseyside

IRMP 2017/20 update

Part 3

Financial Challenges
How the money is spent

Part 4

Performance (KPIs) 2017/18 and 2018/19 targets

Part 5

E&D objectives

Part 6

Overview of Districts

Part 7

Functional Plans 2018/19
General Priorities
District Priorities
Action Points

Part 8

Station Plans
Plan on a page
Station objectives (general and specific)
Station actions

Part 9

Consultation and communication with staff and stakeholders

Part 10

Equality Impact Assessment

9. In line with the timescale below, Strategic Management Group officers are currently engaging with their teams to begin the planning process and establish collectively, the Functional Plans for 2018/19. Those officers responsible for planning are asked to focus on objectives that relate to risk and need (as set out in the IRMP and Strategic Directions) and that are also achievable with the available resources.
10. Although the initial planning process for stations has started, with Station Managers reviewing performance and current priorities with crews and partner organisations, there will be a station planning launch meeting on 17th January 2018, where station managers will be formally presented with the details of the functional plans, the Knowing our Communities (demographic data analysis) work and Key Performance Indicator information to enable them to finalise their plans.
11. The IRMP officer will work with the GMs responsible for Response, Preparedness and Community Risk Management to help them determine

objectives on a district and station basis in relation to organisational strategies that can then be incorporated into station plans.

12. The following resources will be available from Strategy and Performance to assist with the planning process;

- Functional Plan template
- Station plan template
- Statistics and data for stations and other locations on request
- For each Functional lead in completion of their EIAs for each Functional Plan- EIAs should be cognisant of related data, issues and priorities at a Merseyside and local level as appropriate, to support those protected groups at most risk. Last year's EIAs will be available on the Portal to view for information EIAs and Guidance can be found here: <http://intranetportal/sites/smd/equalityanddiversity/EIA%20Forms/Forms/AllItems.aspx>
- Advice and support as required from the planning team.

13. Timescales below:

Date	Actions			
	IRMP	Functional	Station Plans	Service Delivery

		Plans		Plan
21/11/17	2018/19 Planning report (including IRMP update) to SMG			
21/11/17		Functional plans - start	Initial station planning (prior to agreement of Functional Plans) - start	
14/12/17	IRMP update and planning report to Authority			
15/12/17 to 16/2/18	Consultation on IRMP update – online only			
10/1/18		Functional plans submitted to Strategy & Performance		Service Delivery Plan written including review of IRMP and KPIs and strategic target setting.
16/1/18		Functional plans to SMG		
17/1/17			Station planning meeting (presentation of functional Plans)	
16/1/18–16/2/18			Finalise Station plans	
16/2/18			Final Station Plans submitted to Strategy and Performance.	
23/2/18				
22/3/18				Service Delivery Plan Policy and Resources Committee

14. No EIA is required for this report. Individual plans will require an EIA to assess the impact of their plans going forward on the various Protected Groups covered by the Equality Act.

Staff Implications

15. Staff should be involved in the planning processes, with managers engaging with them to establish the priorities for 2018/19.

Legal Implications

16. The Fire and Rescue Services Act 2004, section 21 provides for a National Framework to be prepared by the Secretary of State. The National Framework 2012 requires at paragraph 1.3 that each Fire and Rescue Authority produce an Integrated Risk Management Plan (IRMP). Functional and Service plans form part of the IRMP.

Financial Implications & Value for Money

17. There are no financial implications arising from this report.

Risk Management, Health & Safety, and Environmental Implications

18. Risk, Health and safety and environmental matters will be considered in the planning process

Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Firefighters*

19. The Authority's plans are the primary method by which it sets out it will achieve its mission.

BACKGROUND PAPERS

GLOSSARY OF TERMS

ARA Any Relevant Acronyms used in the report or technical terminology