

## MERSEYSIDE FIRE AND RESCUE AUTHORITY

MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	13 DECEMBER 2018	REPORT NO:	CFO/076/18
PRESENTING OFFICER:	CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	DEB APPLETON	REPORT AUTHOR:	DEB APPLETON
OFFICERS CONSULTED:	PAUL MURPHY, IAN CUMMINS, PAUL HITCHEN, GUY KEEN, JAMES BERRY, NICK MERNOCK		
TITLE OF REPORT:	IRMP UPDATE AND PLANNING PROCESS FOR 2019/20		

APPENDICES:	APPENDIX A:	IRMP UPDATE 2018
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### 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 2019/20.

### Recommendation

2. That Members:
  - i) note the planning process and timetable for 2019/20,
  - ii) and note the publication of the IRMP update (Appendix A) on the website.

### 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 28th March 2019.

### 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 requires each Fire and Rescue Authority to produce an Integrated Risk Management Plan (IRMP) 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 was reviewed in 2017 and has been reviewed again 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 2019/20 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.

8. The Service Delivery Plan 2019/20 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) 2018/19 and 2019/20 targets

**Part 5**

E&D objectives

**Part 6**

Overview of Districts

**Part 7**

Functional Plans 2019/20

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, the Strategic Leadership Team (SLT) will engage with their respective teams to begin the planning process and establish collectively, the Functional Plans for 2019/20. 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 17<sup>th</sup> January 2019, 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 AMs responsible for Response, Preparedness, Community Risk Management and National Resilience 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:

- 20<sup>th</sup> November 2018 to 11<sup>th</sup> January 2019 – Functional and Station planning
- 15<sup>th</sup> January – Functional Plans to SLT and made available to Station Managers for planning purposes
- 15<sup>th</sup> January to 11<sup>th</sup> Feb – finalisation of station plans
- 11<sup>th</sup> Feb – submission of stations plans via PIPs to Strategy and Performance
- 22<sup>nd</sup> Feb – deadline for Policy and resources committee on 28<sup>th</sup> March

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### **Equality and Diversity Implications**

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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.

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### **Staff Implications**

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15. Staff should be involved in the planning processes, with managers engaging with them to establish the priorities for 2019/20.

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### **Legal Implications**

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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 2018 requires that each Fire and Rescue Authority produce an Integrated Risk Management Plan (IRMP). The Service delivery Plan reflects IRMP objectives.

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### **Financial Implications & Value for Money**

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

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

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

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

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

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## **BACKGROUND PAPERS**

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## **GLOSSARY OF TERMS**

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**ARA**            Any Relevant Acronyms used in the report or technical terminology