

**Communities Select Committee/Surrey Fire and Rescue Service
Integrated Risk Management Plan Member Reference Group Scoping Document**

The process for establishing a task and finish group is:

1. The Select Committee identifies a potential topic for a Member Reference Group
2. The Select Committee Chairman and the Scrutiny Officer complete the scoping template.
3. The Overview and Budget Scrutiny Committee reviews the scoping document
4. The Select Committee agrees membership of the Member Reference Group.

<p>Review Topic:</p> <p>Integrated Risk Management Plan (IRMP)</p>
<p>Select Committee(s)</p> <p>Communities Select Committee</p>
<p>Relevant background</p> <p>As part of the Fire and Rescue Services Act 2004, the government produces and updates a Fire and Rescue National Framework which sets out what it expects from Fire and Rescue Authorities (FRAs). Part of this framework requires all FRAs to produce an Integrated Risk Management Plan (IRMP) that considers all the fire and rescue related risks that could affect the communities they serve. This planning process helps to identify longer term priorities, to make sure an up-to-date assessment of risk is in place, and the best strategy for change can be plotted.</p> <p>In 2016 Surrey Fire and Rescue Authority (SFRA) published their Public Safety Plan 2016-2025 (PSP) which describes the vision for Surrey Fire and Rescue Service (SFRS), and established a framework for its future development. This vision remains largely unchanged; however, within a constantly changing environment both new threats and new opportunities have emerged. SFRS will now be setting out detailed plans to meet the Medium Term Financial Plan (MTFP) within a new IRMP, outlining how the service will respond and adapt to these changes and continue to deliver a sustainable and cost effective service that focuses on community risk reduction.</p>
<p>Why this is a scrutiny item</p> <p>SFRS will be developing a new comprehensive IRMP. The new plan will set out how the Service will continue to deliver efficient and effective Prevention, Protection and Response within Surrey, whilst achieving required savings within the MTFP.</p>
<p>Aim</p> <p>To provide Member-led support and act as a critical friend in the design and delivery of the new Integrated Risk Management Plan required to help achieve the savings within the MTFP.</p>

Objectives

To question/challenge officers around changes being considered and identify any further information which might be required, to ensure the new IRMP is as open and comprehensive as possible.

To provide regular findings reports to the main committee outlining the work completed at each MRG meeting, and progress on the overall project.

To suggest recommendations back to the main committee to establish further areas for formal scrutiny and focussed work for the Member Reference Group.

To lead the discussion when the draft and final IRMP is discussed by the Communities Select Committee, ensuring that other Members have a good understanding and can make informed decisions.

Scope (within / out of)

In scope

Public Safety Plan 2016-2025

Headline MTFP savings requirements for SFRS

Development of the new Integrated Risk Management Plan

Out of scope

Fire and Rescue governance arrangements

Fire contingency cover contracts/plans

Outcomes for Surrey / Benefits

IRMP is a key planning document for the SFRA and SFRS and describes how it will work to keep Surrey residents, and those that work or travel through the County, safe over the coming years. The work of this group will also support the delivery of the following corporate strategic goals;

1. Everyone in Surrey has a great start to life and can live and age well - (Wellbeing)
2. Residents in Surrey experience public services that are easy to use, responsive and value for money – (Resident Experience)
3. Make better use of digital technology to improve services for residents (Resident Experience)
4. Enable people to stay well at home in their community (Wellbeing)
5. Deliver the savings set out in the Medium Term Financial Plan (Resident Experience)

Proposed work plan

It is important to clearly allocate who is responsible for the work, to ensure that Members and officers can plan the resources needed to support the task group.

Timescale	Task	Responsible
August & September 2017	Scoping with input from Overview and Budget Scrutiny Committee Chairman, Cabinet Member and relevant officers.	Democratic Services Officers and Committee Chairmen

September 2017 to March 2018	<p>The Member Reference Group will aim to meet monthly, though this may be subject to change based on project needs and availability of its Membership, to work alongside the SFRS officers, to receive updates, act as a sounding board and provide a Member steer as the project progresses and the renewed IRMP is developed.</p> <p>The Member Reference Group will keep the main Communities Select Committee updated on key developments throughout the review and refresh of the IRMP.</p>	Members & Surrey Fire & Rescue Service officers
Spring 2018 onward	<p>Following the public consultation, provide a written report of their conclusions and recommendations when the final IRMP is presented to the Communities Select Committee.</p> <p>The Member Reference Group will be dissolved when the new IRMP is completed, and recommendations on the proposed final IRMP have been made to Cabinet by the Communities Select Committee.</p>	Members, Surrey Fire & Rescue Service officers & Democratic Services officers

<p>Support Victoria Kiehl, Project Specialist Sally Wilson, Head of Intelligence & Mobilising</p>
<p>Useful Documents Public Safety Plan 2016-2025 Medium Term Financial Plan 2017-2020</p>
<p>Potential barriers to success (Risks / Dependencies)</p> <p>Member and officer availability Tight reporting deadlines</p>
<p>Equalities implications</p> <p>The Member Reference Group will monitor the equalities implications emerging from its recommendations with officers, and will work to identify mitigation measures for those with a potentially negative impact.</p>

Task Group Members	To be decided at committee meeting on 7 September
Co-opted Members	To be discussed at committee meeting on 7 September
Spokesman for the Group	To be decided/discussed at committee meeting on 7 September and/or first MRG meeting.
Scrutiny Officer/s	Democratic Services Officers

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