

## SECTION 2 – KEY DOCUMENTS

### INTRODUCTION

This section includes a short explanation about key documents produced by the Fire Authority.

#### 2.1 Integrated Risk Management Plan (IRMP)

The Fire and Rescue National Framework for England (**the Framework**) issued in July 2012 by the Department for Communities and Local Government sets out the requirements for the preparation of an IRMP.

The following paragraphs are taken from the Framework:

1.3 *Each fire and rescue authority must produce an integrated risk management plan that identifies and assesses all foreseeable fire and rescue related risks that could affect its community, including those of a cross-border, multi-authority and/or national nature. The plan must have regard to the Community Risk Registers produced by Local Resilience Forums and any other local risk analyses as appropriate.*

1.10 *Each fire and rescue authority Integrated Risk Management Plan must:*

- *Demonstrate how prevention, protection and response activities will best be used to mitigate the impact of risk on communities, through authorities working either individually or collectively, in a cost effective way.*
- *Set out its management strategy and risk based programme for enforcing the provisions of the Regulatory Reform (Fire Safety) Order 2005 in accordance with the principles of better regulation set out in the Statutory Code of Compliance for regulators, and the Enforcement Concordat.*

1.11 *Fire and rescue authorities must make provision to respond to incidents such as fires, road traffic accidents and emergencies within their area and in other areas in line with their mutual aid agreements, and reflect this in their Integrated Risk Management Plans.*

2.3 *Each fire and rescue authority Integrated Risk Management Plan must:*

- *Be easily accessible and publicly available*

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- *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*

3.2 *Fire and rescue authorities must provide assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their Integrated Risk Management Plan and the requirements included in this Framework...*

### **2.2 Five Year Strategy – ‘Planning for a Safer Cheshire’**

To provide the strategic direction for the Authority, a five year strategy is produced. This outlines the organisation’s vision, mission and objectives and the approach it will take in addressing the issues it faces in the medium term.

### **2.3 Medium Term Financial Plan (MTFP)**

The MTFP covers a rolling period of four years and maps out financial predictions and assumptions to assist in the annual budget setting process and in ensuring longer term liabilities are provided for. The MTFP aligns with the approach set out in the four year strategy and underpin the annual IRMP action plans.

### **2.4 Annual Statement of Assurance (a requirement of the Framework)**

The Authority is required to provide assurance on financial, governance and operational matters and show it has had due regard to the requirements of its IRMP and those included in the Framework. To provide this assurance the Authority must publish an Annual Statement of Assurance. This will not be a single document.

### **2.5 Business Continuity Plan (a requirement of the Framework)**

It is a requirement of the Framework that the Authority must have effective Business Continuity arrangements in place in accordance with the duties set out in the Civil Contingencies Act 2004 and in order to meet the full range of service delivery risks that the Authority faces.

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### **2.6 Annual Report**

The Annual Report is produced to provide residents and external partners with a summary of the Authority's financial accounts together with details of Service performance and is made widely accessible.

### **2.7 Annual Financial Statement**

The Authority has a statutory requirement to complete and approve a set of fully audited financial statements annually by the end of each July.