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| This circular is | For information | No response required | |
| This circular is | Relevant to the National Framework | | |
| Status | This circular notifies of two seminars, on 29 January and 4 February 2009, to present findings of the Integrated Risk Management Planning Returns review AND monitoring equalities and diversity in service delivery. | | |

Review of the IRMP Returns and Equality and Diversity in service delivery

Issued by:

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Research and Statistics Division

Addressed to:

**The Chair of the Fire and Rescue Authority
The Chief Executive of the County Council
The Clerk to the Fire and Rescue Authority
The Clerk to the Combined Fire and Rescue Authority
The Commissioner of the London Fire and Emergency Planning Authority
The Chief Fire Officer**

Please forward to:

**Heads of human resources
Equality and diversity professionals
Statisticians/analysts or information systems managers who deal with any of the IRMP returns**

Summary

This circular informs Fire and Rescue Authorities of the dates of two seminars, on 29 January 2009 in Birmingham and 4 February 2009 in Manchester, to present the findings of the review of Integrated Risk Management Planning (IRMP) data returns and data collection for monitoring equality and diversity in service delivery.

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1.0 Review of *Integrated Risk Management Planning Returns*

- 1.1 For a number of years Fire and Resilience Directorate (FRD) of Communities and Local Government (CLG) has collected annual statistical data returns from the Fire and Rescue Services (FRS) to inform central government policy and to support governance. This data covers HR, operations, fire safety, community fire safety and financial data, and are collectively called Integrated Risk Management Planning (IRMP) returns.
- 1.2 FRD is aware that the effort to collect and collate this data is time consuming and the statistical information suffers from a number of other weaknesses, which reduces its potential value to FRSs, CLG and other organisations.
- 1.3 FRD is therefore conducting a review of the data currently collected with the aim of making the collection and collation of the IRMP returns more cost and time efficient for the FRS and the collated data of greater value to the FRS, central and local government data users. The aims of this study are:
- to establish who needs IRMP data, its current and future relevance, the benefits of having it and specific data-user requirements
 - to prioritise the needs of data users
 - to assess the value of what is currently collected
 - to examine ways to streamline data collection, collation, use and re-use.
- 1.4 The approach of the review is:
- consultation with stakeholders and other data users including those within the FRS to ascertain a prioritised list of their data needs
 - detailed engagement with five FRSs
 - questionnaire survey of all FRSs to better understand the complexity of local collection and seek FRS concerns and ideas on how the data collection process can be improved
- 1.5 The findings of the work to date will be presented in the morning sessions of two seminars to be held on 29 January and 4 February 2009.

2.0 Monitoring equality and diversity in service delivery

- 2.1 The Fire and Rescue Service Equality and Diversity Strategy, published in May 2008, requires Fire and Rescue Authorities to provide evidence of improvements in performance in terms of equality and diversity issues across all areas of responsibility including service delivery. The information provided by each Authority will be published in CLG's annual Equality and Diversity report.

- 2.2 Systems already exist whereby FRAs record diversity information with regard to staff, which can be used to demonstrate progress on equality and diversity issues. However, there is no comparable method of recording performance with regard to service delivery. Some diversity information is collected by Authorities with regard to operational incidents. However, this does not currently cover the full range of the diversity strands (race, gender, gender identity, age, sexual orientation, disability and religion) and there is no consistent method for collecting diversity data for wider service delivery. In order to ensure FRAs are providing an effective service to all sections of the community it is important to be able to monitor the quantity and quality of the Service provided.
- 2.3 To make the most of an opportunity to discuss data overall, we will run a session on the equality and diversity monitoring following the session on the Review of the IRMP data. The equality and diversity session will focus on the collection of data regarding equality and diversity in service delivery.
- 2.4 The purpose of the afternoon session is to give participants the opportunity to discuss and share ideas on how diversity data can be collected across aspects of service delivery. The discussions will inform the further development of national guidance for the Fire and Rescue Service on data collection and monitoring.

3.0 Attending the Seminars

- 3.1 Details for the seminars are:

Seminar 1 (Birmingham)

29 January 2009 (10:30 -15:30)

**West Midlands Fire Service Headquarters
99 Vauxhall Road
Birmingham B7 4HW**

Seminar 2 (Manchester)

4 February 2009 (10:30 – 15:30)

**Greater Manchester Fire and Rescue Service
Training Centre
Cassidy Close (off Thompson Street)
New Cross
Manchester
M4 5FP**

- 3.2 To reserve places at either of the two seminars Fire and Rescue Services, please contact Adnan Tayabali on 020 7944 5480 or email: Adnan.Tayabali@communities.gsi.gov.uk by 22 January.

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