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This circular is	<b>For Information</b>		
This circular is	<b>Relevant to the National Framework</b>		
Status	<b>This circular informs fire and rescue authorities of changes made to the current annual operational statistical returns following a review of their content</b>		

# *Annual Integrated Risk Management Planning Returns: Changes for 2006/07*

Issued by:

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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**

Message

This circular informs fire and rescue authorities about revisions to the current annual operational statistics returns submitted to the Fire Statistics and Research Division. The changes have been consulted on widely and piloted with Family Group 4. They take into account developments in the FRS from the Bain Review, the White Paper and Fire and Rescue Services Act 2004, and subsequent revisions to the Best Value Performance Indicators, and the planned introduction of the Regulatory Reform (Fire Safety) Order.

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## 1.0 Introduction

- 1.1 The Fire and Rescue Service (FRS) performance and management information data collection exercise is an annual administrative data collection of operational statistics from fire and rescue services throughout England. The information produced from these returns is used to compile the Corporate Health Best Value Performance Indicators (BVPIs) and other performance indicators for the FRS. It is also used to produce briefings for Ministers and inform and monitor policy initiatives, in particular, equality and diversity and fire safety.
- 1.2 Changes following Bain, the White Paper, revisions to BVPIs and the introduction of the Regulatory Reform (Fire Safety) Order meant that information previously collected on a number of these returns has had to be completely revised. Fire Statistics and Research Division carried out a customer/stakeholder consultation to review the information collected in order to accommodate these changes.

## 2.0 Consultation Process

- 2.1 The following stakeholders were consulted: Audit Commission (AC), Chartered Institute of Public Finance and Accountancy (CIPFA), Chief Fire Officers Association (CFOA), FRS representatives, and in DCLG; Fire and Rescue Service Development Division, Fire Service Effectiveness Division (FSED), and Her Majesty's Fire Service Inspectorate (HMFSI).
- 2.2 The following new or amended forms, which are now known as 'IRMP' returns, were consulted on: Fire Safety Enforcement (FS1-FS9), Fire Prevention (FP1-FP5), Human Resources – Health and Safety and Equality and Diversity (HR1-HR101) and Operational Activity (OP1-OP8).
- 2.3 Following the consultation exercise, draft revised forms and guidance notes were produced (except for fire safety enforcement – where guidance notes are currently being finalised) and were sent to Family Group 4 for comments.
- 2.4 The comments received from Family Group 4 have now been incorporated into the guidance notes and the forms have been amended accordingly. The revised forms and guidance notes are attached as appendices to this circular, so that data collection systems can be amended in order to be able to collect the data during financial year 2006/07.
- 2.5 Delays in the review process have meant that the revised returns were not ready to issue earlier in the year. In addition, the RR(FS)O will not come into force until October 2006. **We have decided therefore that the new data items requested in forms FP1-4; HR23a and 23b, HR26 and HR27, HR34 and HR35, HR72 and HR73 and HR92 should, as far as possible, only be collected from 1st October 2006.**

- 2.6 However, any data required for 2006/07 Corporate Health BVPIs should be collected for the whole year, as should any data requested as at 31 March (2007). This excludes e-delivery interactions (old HRF105) which are no longer required from 2006/07. In addition, data items on returns that are unchanged should also be collected as usual for the whole of 2006/07 (including non-fire incidents, OP5 and OP6).
- 2.7 The Fire Safety Enforcement forms relating to the RR(FS)O are still being finalised. The current versions are attached in the appendix for information, and will be re-issued in the next few weeks along with guidance notes, when policy colleagues have signed them off.
- 2.8 Completion of the majority of the Fire Safety Enforcement returns will start for financial year 2007/08. **The exceptions are forms FS8, FS9a and FS9b, on prosecutions, for which we would like information collected for the period 1 October 2006 - 31 March 2007.** In addition, form FS3 on petroleum and explosives installations is unchanged and should be completed as usual for the whole of 2006/07.
- 2.9 A formal request for the 2006/07 data to be collected on all the IRMP forms will be sent out to FRSs in spring of 2007. This will reflect the information on the time periods to be covered, which is set out in this circular.

**David Champion**

**Fire and Resilience Directorate**