

<p><b>Notes of the Policy Planning Forum</b></p>
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**28<sup>th</sup> February, 2005 at 9.30 a.m.**  
**at the Fire Service Headquarters, Birmingham**

**Present:**        **Members of the Authority**

Councillors Birbeck, Davis, Eustace, Foster,  
Haque, Hinton, Hogarth, Howard, Idrees,  
Jackson, Lawrence, Mulhall, Rogers, Ryder,  
Singh, Underhill, Wallace and Ward.

**Officers:**        **West Midlands Fire Service**

Chief Fire Officer – F Sheehan.  
Deputy Chief Fire Officer – V Randeniya.  
Assistant Chief Officers – A Brandon,  
J Brown, R Hulland and D Smethurst.  
M Griffiths

**Clerk to the Authority**

Nigel Summers, G Wythes and S Hopcroft.

**Treasurer to the Authority**

L Bateman.

**Observer:**        Mr C Topliss.

**Apologies:**        Councillors Afzal, Bowen, Kazi and Ross

4/05

**Integrated Risk Management Plan (IRMP) - Outcomes of  
Consultation and Proposed Responses**

The Chief Fire Officer and Assistant Chief Fire Officer (Administration) outlined the representations received from employees, trades unions and members of the public in response to the consultation on the IRMP Action Plan 2005/2006 and proposed responses to the points raised.

The Chief Fire Officer emphasised that prevention and protection work was key to meeting the Authority's objectives.

A revised Action Plan would be submitted to the Executive Committee on 21<sup>st</sup> March, 2005 for approval.

**5/05      Home Fire Risk Assessments – ‘Cold Calling’**

The Assistant Chief Fire Officer (Community Protection) updated members on progress being made with Home Fire Risk Assessments (HFRA).

It was a key strategy of the IRMP to target those groups most at risk to promote fire prevention and protection. It had, however, proved difficult to reach such groups and it was therefore proposed to amend the procedure for carrying out to HFRS' to introduce 'cold calling' as a method of reaching these groups.

Advice had been taken from Trading Standards on protocols for 'cold calling', however, the process proposed by the Authority involved making an appointment with the householder to call back at a later date and was therefore not considered to be 'cold calling' as such.

Formal consultation was underway with employees and the Fire Brigade's Union on the proposed change in working practices.

**6/05      Corporate Risk Management**

Further to Minute No. 5/05 of the Authority, the Assistant Chief Fire Officer (Performance and Planning) updated members on the Corporate Risk Management Process.

Ten strategic risks had been identified for the Authority, and action plans had been drawn up to reduce or eliminate these risks. Corporate Risk Management was one of the factors assessed by the Comprehensive Performance Assessment.

(Meeting ended at 11.57 a.m.)

<p><i>Contact Officer: Stephnie Hopcroft Democratic Services Unit Sandwell Metropolitan Borough Council 0121 569 3189</i></p>
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