



HUMBERSIDE FIRE AND RESCUE SERVICE

# Corporate Assurance

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## Performance & Risk Policy

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| <b>Owner</b>               | <b>Director of Service Improvement</b> |
| <b>Date Written</b>        | <b>September 2011</b>                  |
| <b>Date of last review</b> | <b>March 2017</b>                      |
| <b>Date of next review</b> | <b>September 2020</b>                  |

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## **1. Introduction**

The Performance and Risk Framework forms a core element of the Authority's approach to continuous improvement. This policy will enable the Authority to promote continuous Service improvements, exploit opportunities and effectively manage risks to communities, partners, staff and the organisation to ensure that the objectives set out in its Strategic Plan are achieved.

## **2. Aim**

To promote continuous improvement and effectively manage risks to the organisation our public and our staff.

## **3. Objectives**

To ensure that the Authority has:

- a robust framework to analyse and manage risk/opportunities,
- a robust framework to measure, record and monitor performance at all levels,
- a robust framework to identify barriers, good practice and implement appropriate improvement strategies to address areas of underperformance.

## **4. Application**

This Policy applies to all personnel and Members; the policy is to be applied at all levels of the organisation from the Fire Authority down to Sections/Teams, including the effective management of projects.

## **5. Definitions**

A policy is a formal statement of principles established by Humberside Fire & Rescue Service that provides the parameters for decision making and actions.

- Risk -The combination of the probability of an event and its consequences.

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- Risk Management – The process whereby Humberside Fire and Rescue Service methodically address the risks attached to our activities with the goal of achieving sustained benefits within each activity and across the portfolio of all activities.
  
- Risk Appetite – The defined parameters around the level of risk that is acceptable to Humberside Fire and Rescue Service, thresholds which trigger escalation and the authorisation levels for approval.
  
- Risk Owner – The post holder or individual who is responsible for the management and/or mitigation of a particular risk and who is responsible for the review of the effectiveness of those actions and plans. The risk owner is identified on the relevant Risk Register.
  
- Risk Register – A document that lists all the risks/opportunities at a particular level or area of the Service (i.e. Strategic, Board, Directorate / CPU). The Risk & Opportunity Register can be viewed [here](#).
  
- Issues Log – A record of issues which have been identified as threatening the delivery timescale of a project. Where such issues constitute a risk to project delivery or outcomes, they should be elevated as a risk to the parent Board Risk Register.
  
- Standard Delivery Guidance – Information that all staff need to be aware of when managing Risk & Opportunity. The SDG can be viewed [here](#).
  
- Risk Assessment - Overall process of risk analysis and risk evaluation.
  
- Thematic/Specific Audits – scrutiny of specific or themed areas of service delivery or functional areas, for example Operational Incident Audits.
  
- Programmed Inspections – a structured approach to auditing performance and standards within the workplace.

## **6. Equality Analysis**

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An Equality Analysis has been filed with the Equality, Diversity & Inclusion Steering Group.

**7. Risk Impact Assessment**

A Risk Impact Assessment has been completed.

**8. Policy Review**

This policy will be reviewed every three years by the Head of Corporate Assurance.

**If you need any further information regarding this policy please contact  
Corporate Assurance**