

## Committee Work Plan 2015/16

### Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260203 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

### 1 Purpose of Report

This report reviews progress against the Strategy and Resources Committee 2014/15 Work Plan and puts forward a 2015/16 Work Plan for consideration and approval by Members.

### 2 Recommendations

Members are asked to:

- a) Note progress made against the Strategy and Resources Committee 2014/15 Work Plan; and
- b) Approve the Work Plan for 2015/16, attached as an appendix, subject to any amendments / comments they may wish to make.

### 3 Background

Since March 2009 the business of the Strategy and Resources Committee has been conducted in accordance with an annual Work Plan. The Plan sets out in a structured manner what the Committee's activities will be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference will be carried out in a timely manner and that no deadlines will be missed.

The draft 2015/16 Work Plan is attached as an appendix to this report for consideration by the Committee.

### 4 Review of 2014/15 Work Plan

Having carried out a review of the 2014/15 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out and on time.

## **5 Proposed 2015/16 Work Plan**

During the review officers also considered what activities should be included in the next Work Plan, taking into account any recent developments. Attached as an appendix to this report is a draft 2015/16 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee, the Chair of the Committee, the Chief Fire Officer, Assistant Chief Fire Officer, Treasurer, Head of Finance, and other appropriate officers, when required.

The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

## **6 Financial Implications**

There are no direct financial implications attached to the approval of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

## **7 Legal Comment**

The Strategy and Resources Committee is not legally required to have in place a Work Plan. This does, however, represent good practice. The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

## **8 Initial Impact Assessment**

This report provides only historical information and sets out a series of actions to be completed over the coming year. An Initial Impact Assessment has not, therefore, been completed. It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan, in which case they will be completed at the appropriate time.

## **9 Equality Impact Assessment**

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment is not, therefore, required.

## **10 Appendix**

Strategy and Resources Committee Proposed Work Plan 2015/16

## **11 Background Papers**

Strategy and Resources Committee Work Plan 2014/15



## Strategy and Resources Committee Proposed Work Plan April 2015 to March 2016

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Receive a report on the constitution of the Committee and consider any training required by Members	Strategy and Resources Committee, assisted by the Corporate Support Manager	July 2015
2	Approve any actions set out in report on financial performance and report any virements to the Fire Authority	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	July 2015. Any virements approved to go to October 2015 meeting of the Fire Authority
3	Receive a report on capital activity and finance	Planning and Performance Manager	July 2015
4	Receive a summary report on Corporate Risk Management	Planning and Performance Manager	July 2015
5	Approve any actions set out in the report on financial performance in 2015/16 to date and the Annual Treasury Report 2014/15, and recommend it and any virements to the Fire Authority for approval	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	September 2015 Annual Treasury Report 2014/15 Any virements approved to go to October 2015 meeting of the Fire Authority
6	Receive a report on capital activity and finance	Planning and Performance Manager	September 2015

	Action	Who is responsible	Completion Date
7	Receive a report on IRMP / 2020 Planning	Deputy Chief Fire Officer	September 2015
8	Receive a summary report on corporate risk management	Planning and Performance Manager	September 2015
9	<p>Approve 2016/17 and later years' revenue and capital budget outlines for consideration by the Fire Authority and receive reports on:</p> <ul style="list-style-type: none"> <li>• Base budget plus committed change;</li> <li>• Pay and prices assumptions;</li> <li>• Efficiencies 2016/17 and forward budgets;</li> <li>• Service developments 2016/17;</li> <li>• Capital Programme 2016/17 to 2020/21; and</li> <li>• Provisions, reserves and funds</li> <li>• Work of the Strategic Risk and Planning Working Group, where appropriate and make recommendations to the Fire Authority</li> </ul>	<p>Strategy and Resources Committee, assisted by Treasurer and Head of Finance, unless otherwise stated</p> <ul style="list-style-type: none"> <li>• Chief Fire Officer and Planning and Performance Manager</li> <li>• Chief Fire Officer</li> </ul>	November 2015 to go to December 2015 meeting of the Fire Authority
	Approve any actions, set out in the report on financial performance, and the mid-year treasury review for 2015/16 and recommend it and any virements to the Fire Authority for approval	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	November 2015. Any virements approved to go to December 2015 meeting of the Fire Authority.
10	Receive a report on capital activity and finance	Planning and Performance Manager	November 2015

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
11	Receive a summary report on corporate risk management	Planning and Performance Manager	November 2015
12	Approve any actions set out in the report on financial performance and recommend any virements to the Fire Authority for approval	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	February 2016 Any virements approved to go to February 2016 meeting of the Fire Authority.
13	Consider the adequacy of provisions and reserves and robustness of budget and make recommendations to the Fire Authority	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	February 2016 to go to February 2016 meeting of the Fire Authority
14	Agree for 2016/17 the: 5-year capital programmes, Prudential Guidelines, including Treasury Management Strategy Statement, Treasury Management Policies, Investment Strategy and Policy on Minimum Revenue Provision for recommendation to the Fire Authority	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	February 2016 to go to February 2016 meeting of the Fire Authority
15	Consider revisions to revenue budget and final budget plan and finalise a revenue budget proposal for consideration by the Fire Authority	Strategy and Resources Committee	February 2016 to go to February 2016 meeting of the Fire Authority
16	Receive corporate risk management summary report	Planning and Performance Manager	February 2016
17	Receive a report on capital activity and finance	Planning and Performance Manager	February 2015

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
18	Approve the Committee's 2016/17 Work Plan	Strategy and Resources Committee, assisted by the Head of Finance and Corporate Support Manager	March 2016
19	Review Terms of Reference of the Committee	Strategy and Resources Committee, assisted by the Head of Finance and Corporate Support Manager	March 2016 to go to June 2016 Annual Meeting of the Fire Authority
20	Review Role Descriptions for the Chair and Vice-Chair of the Committee and the Chair of the Strategic Risk and Planning Working Group	Strategy and Resources Committee, assisted by the Head of Finance and Corporate Support Manager	March 2016 to go to June 2016 Annual Meeting of the Fire Authority
21	Agree Public Value performance targets for 2016/17	Strategy and Resources Committee, assisted by the Planning and Performance Manager	March 2016
22	Receive a report on capital activity and finance	Planning and Performance Manager	March 2016
23	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Officer, Treasurer, Head of Finance and external agencies, where appropriate	Ongoing