

## Committee Work Plan 2019/20

### Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260204 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

#### 1 Purpose of Report

This report reviews progress against the Strategy and Resources Committee 2018/19 Work Plan and puts forward a 2019/20 Work Plan for consideration and approval by Members.

#### 2 Recommendations

Members are asked to:

- a) Note progress made against the Strategy and Resources Committee 2018/19 Work Plan; and
- b) Approve the Work Plan for 2019/20, 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 2019/20 Work Plan is attached as an appendix to this report for consideration by the Committee.

#### 4 Review of 2018/19 Work Plan

Having carried out a review of the 2018/19 Work Plan, officers can confirm that all of the activities, listed in the Plan, have been carried out or are on the agenda for this meeting.

## **5 Proposed 2019/20 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 2019/20 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year.

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 2019/20

## **11 Background Papers**

There are no background papers associated with this report.

## Strategy and Resources Committee Proposed Work Plan April 2019 to March 2020

	<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	Head of HR and Administration	September 2019
2	Receive a report on financial performance, including consideration of corporate risk, virements, and exemptions from Contract Standing Orders, and make recommendations to the Fire Authority	Treasurer, Head of Finance and Planning, Performance and Communications Manager	September 2019 Recommendations to go to the October 2019 meeting of the Fire Authority
3	Receive a report on capital activity and finance	Planning, Performance and Communications Manager	September 2019
4	Receive a report on financial performance, including capital update, consideration of corporate risk, virements, and exemptions from Contract Standing Orders, receive the annual treasury review 2018/19 and the mid-year treasury review 2019/20 and make recommendations to the Fire Authority	Treasurer, Head of Finance and Planning, Performance and Communications Manager	November 2019 Recommendations to go to the December 2019 meeting of the Fire Authority
5	Receive a report on provisions, reserves and funds, including consideration of corporate risk, and make recommendations to the Fire Authority	Treasurer and Head of Finance	November 2019 Recommendations to go to the December 2019 meeting of the Fire Authority

	Action	Who is responsible	Completion date
6	<p>Approve 20120/21 and later years' revenue and capital budget outlines for consideration by the Fire Authority, including:</p> <ul style="list-style-type: none"> <li>• Base budget review and committed changes;</li> <li>• Pay and price contingencies;</li> <li>• Capital Programme 2020/21 to 2023/24;</li> <li>• Funding assumptions; and</li> <li>• Recommendations of the Strategy and Planning (StraP) Working Group, where appropriate</li> </ul> <p>and make recommendations to the Fire Authority</p>	<p>Treasurer and Head of Finance, unless otherwise stated</p> <ul style="list-style-type: none"> <li>• Chief Fire Officer and Planning, Performance and Communications Manager</li> <li>• Chief Fire Officer</li> </ul>	<p>November 2019</p> <p>Recommendations to go to the December 2019 meeting of the Fire Authority</p>
7	<p>Receive a report on financial performance, including consideration of corporate risk, virements, and exemptions from Contract Standing Orders, and make recommendations to the Fire Authority</p>	<p>Treasurer, Head of Finance and Planning, Performance and Communications Manager</p>	<p>February 2020</p> <p>Recommendations to go to the February 2020 meeting of the Fire Authority</p>
8	<p>Receive a report on revisions to the 2020/21 revenue budget, including recommendations from the StraP Working Group, and make recommendations to the Fire Authority</p>	<p>Treasurer and Head of Finance</p>	<p>February 2020</p> <p>Recommendations to go to the February 2020 meeting of the Fire Authority</p>
9	<p>Receive a report on the Capital Programme 2020/21 to 2023/24, including Prudential Guidelines and Capital Strategy, Treasury Management Practices and the Minimum Revenue Provision Policy, and make recommendations to the Fire Authority</p>	<p>Treasurer and Head of Finance</p>	<p>February 2020</p> <p>Recommendations to go to the February 2020 meeting of the Fire Authority</p>

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion date</b>
10	Consider the adequacy of provisions and reserves and robustness of the budget, including corporate risk, and make recommendations to the Fire Authority	Treasurer and Head of Finance	February 2020 Recommendations to go to the February 2020 meeting of the Fire Authority
11	Receive a report on capital activity and finance	Planning, Performance and Communications Manager	February 2020
12	Approve the Committee's 2020/21 Work Plan	Head of Finance and Head of HR and Administration	March 2020
13	Review Terms of Reference of the Committee	Head of Finance and Head of HR and Administration	March 2020 Recommendations to go to the June 2020 Annual Meeting of the Fire Authority
14	Officers to review Role Descriptions for the Chair and Vice-Chair of the Committee and the Chair of the Strategy and Planning Working Group	Head of HR and Administration Report to be brought to the Committee, only if significant changes are required	March 2020
15	Agree Service Targets for 2020/21	Deputy Chief Fire Officer	March 2020
16	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Fire Officer, Treasurer, Head of Finance and external agencies, where appropriate	Ongoing