

Fire Authority Work Plan 2018/19

Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260205 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

1 Purpose of Report

This report reviews progress against the Fire Authority's 2017/18 Work Plan and puts forward a 2018/19 Work Plan for consideration and approval by Members.

2 Recommendations

Members are asked to:

- a) Note progress made against the Fire Authority 2017/18 Work Plan, as detailed at paragraph 4 of this report; and
- b) Approve the 2018/19 Work Plan (attached at the appendix to this report), subject to any amendments / comments they may wish to make.

3 Background

Since March 2009 the Fire Authority has approved an annual Work Plan. The Plan sets out, in a structured way, what its activities will be throughout the year, thus ensuring that its legal obligations and constitutional responsibilities are carried out in a timely manner, that no deadlines are missed and that, as far as possible, business is distributed fairly evenly between its five meetings each year.

4 Review of 2017/18 Work Plan

Having carried out a review of the 2017/18 Work Plan, officers can confirm that all actions, listed in the Plan, have been carried out or are on the agenda for this meeting of the Fire Authority.

5 Proposed 2018/19 Work Plan

During the review of the 2017/18 Work Plan officers also considered what activities should be included in the 2018/19 Work Plan, taking into account any recent developments. Attached at the appendix to this report is a draft 2018/19 Work Plan, outlining all of the actions which, it is expected, the Fire Authority will need to carry out during the coming year.

The Fire Authority 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 Fire Authority as necessary, detailing those specific implications.

7 Legal Comment

The Fire Authority is not legally required to have in place a Work Plan. This is, however, considered to be good practice.

The decision to approve the Work Plan will not affect the discretion of the Authority 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 merely sets out the Fire Authority's Work Plan for the coming year. An Initial Impact Assessment is not, therefore, required.

It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan, which would be completed at the appropriate time.

9 Equality Impact Assessment

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

Again, it is possible that such assessments may be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

10 Appendix

Proposed Fire Authority Work Plan 2018/19

11 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority Draft Work Plan 2018 to 2019

	Action	Who is responsible	Completion Date
1	Elect Chair and Appoint Vice-Chair for the Fire Authority and its various Committees and Working Groups	Clerk and Monitoring Officer	Annual Meeting June 2018
2	Allocate seats to political groups, appoint Members to Committees and outside bodies, and Member Champions	Head of Human Resources and Administration	Annual Meeting June 2018
3	Review all Committee terms of reference	Head of Human Resources and Administration	Annual Meeting June 2018
4	Review Standing Orders for: <ul style="list-style-type: none"> Regulation of Proceedings and Business Contracts 	Head of Finance, Head of Resources and Head of Human Resources and Administration	Annual Meeting June 2018
5	Review Scheme of Delegation to Officers	Head of Human Resources and Administration	Annual Meeting June 2018
6	Review and agree Member Role Descriptions (excluding those of Committee Chairs and Vice-Chairs and Member Champions)	Head of Human Resources and Administration	Annual Meeting June 2018
7	Agree Meeting Schedule for June 2018 to May 2019	Head of Human Resources and Administration and Executive Support Officer	Annual Meeting June 2018
8	Receive outlook report on the Statement of Accounts 2017/18 and approve any virements arising	Treasurer and Head of Finance	Annual Meeting June 2018

	Action	Who is responsible	Completion Date
9	Receive report on the 2019/20 strategic planning process timetable	Planning, Performance and Communications Manager	Annual Meeting June 2018
10	Receive annual report on partnerships	Risk Management Group	Annual Meeting June 2018
11	Receive the annual corporate risk management summary report	Member Champion for Risk Management and Audit and Planning, Performance and Communications Manager	Annual Meeting June 2018
12	Approve the Fire Authority's Code of Corporate Governance, following review by officers and the Audit and Performance Management Committee	Planning, Performance and Communications Manager and Head of Finance	Annual Meeting June 2018
13	Review Financial Regulations Standing Orders	Head of Finance	October 2018
14	Receive the Annual Review (Annual Statement of Assurance) 2017/18, including details of progress made against the Aims, Measures and Targets set out in the Annual Plan 2017/18	Assistant Chief Fire Officer and Planning, Performance and Communications Manager	October 2018
15	Approve any actions set out in report on financial performance and note any virements, including the Annual Treasury Review 2017/18	Treasurer and Head of Finance	December 2018
16	Receive recommendations from the Strategy and Resources Committee and consider 2019/20 and later years' revenue and capital budgets	Treasurer and Head of Finance	December 2018

	Action	Who is responsible	Completion Date
17	<p>Receive recommendations from the Strategy and Resources Committee and review, where relevant:</p> <ul style="list-style-type: none"> • Base budget plus committed change; • Pay and prices assumptions; • Efficiencies 2019/20 and forward budgets; • Service developments 2019/20; • Capital Programme 2019/20 to 2022/23; and • Provisions, reserves and funds 	<ul style="list-style-type: none"> • Treasurer and Head of Finance • Treasurer and Head of Finance • Treasurer and Head of Finance • Chief Fire Officer and Planning, Performance and Communications Manager • Treasurer and Head of Finance • Treasurer and Head of Finance 	December 2018
18	<p>Receive:</p> <ul style="list-style-type: none"> • Update on grant settlement • Report on 2019/20 and Later Years' Budget Summary 	<ul style="list-style-type: none"> • Chief Fire Officer • Treasurer and Head of Finance 	December 2018
19	Approve any actions set out in report on financial performance and note any virements	Treasurer and Head of Finance	February 2019
20	Agree revenue budget and capital programme budget recommendations, including Prudential Guidelines	Chief Fire Officer, Treasurer and Head of Finance	February 2019
21	Agree a Minimum Revenue Provision Policy and Treasury Management Practices for 2019/20	Treasurer and Head of Finance	February 2019
22	Agree the 2019/20 budget; Council Tax levels for 2019/20; and precepts on billing authorities	Treasurer and Head of Finance	February 2019
23	Agree increases in charges made for special services following the annual review by officers	Head of Finance	February 2019

	Action	Who is responsible	Completion Date
24	Approve the outline contents of the Fire Authority's 2019/20 Annual Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2019/20 and the final content and layout of the Annual Plan	Assistant Chief Fire Officer	February 2019
25	Review the Pay Policy Statement	Head of Human Resources and Administration	February 2019
26	Agree Members' Allowances Scheme for 2019/20	Head of Human Resources and Administration	February 2019
27	Agree Fire Authority Work Plan 2019/20	Head of Human Resources and Administration	April 2019
28	Receive and endorse the final Annual Plan 2019/20	Assistant Chief Fire Officer and Planning, Performance and Communications Manager	April 2019
29	Receive report on 2018/19 budget and agree any variations recommended by Committees	Treasurer and Head of Finance	April 2019
30	Review Firefighters' Pension Scheme Delegations and agree any amendments required	Head of Human Resources and Administration	April 2019
31	Ensure provision of appropriate training for all Members	Chief Fire Officer, Head of Human Resources and Administration and Development Officer	Ongoing
32	Receive monitoring reports on Equality and Diversity, as appropriate	Member Champion and Equality and Diversity Officer	Ongoing