

Fire Authority Work Plan 2016/17

Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

1 Purpose of Report

This report reviews progress against the Fire Authority's 2015/16 Work Plan and puts forward a 2016/17 Work Plan for consideration and approval by Members.

2 Recommendations

Members are asked to:

- a) Note progress made against the Fire Authority 2015/16 Work Plan, as detailed at paragraph 4 of this report; and
- b) Approve the 2016/17 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 2015/16 Work Plan

Having carried out a review of the 2015/16 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. Two actions have, however, been dealt with in a slightly different manner than set out on the Work Plan.

Item 16 – October 2015

Approve a financial planning strategy for 2015/16

Financial planning strategy is now discussed by the Strategic Planning Working Group in the Autumn, which makes recommendations regarding budget planning to the Strategy and Resources Committee in November. In turn, that Committee's recommendations are considered at the December meeting of the Fire Authority. This action has, therefore, been carried out but not in the manner originally envisaged.

Item 17 – October 2015

Receive a progress report on the five-year Action Plan

Although officers did not present a dedicated progress report, the Annual Review, considered by the Fire Authority at its October 2015 meeting, included details of progress against activities set out in the Annual Plan 2014/15.

5 Proposed 2016/17 Work Plan

During the review of the 2015/16 Work Plan officers also considered what activities should be included in the 2016/17 Work Plan, taking into account any recent developments. Attached at the appendix to this report is a draft 2016/17 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 2016/17

11 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority Draft Work Plan 2016 to 2017

	Action	Who is responsible	Completion Date
1	Elect Chair and Appoint Vice-Chair for the Fire Authority and its various Committees and Working Groups	Fire Authority and Clerk	Annual Meeting June 2016
2	Allocate seats to political groups, appoint Members to Committees and outside bodies, and Member Champions	Fire Authority and Corporate Support Manager	Annual Meeting June 2016
3	Review all Committee terms of reference	Fire Authority and Corporate Support Manager	Annual Meeting June 2016
4	Review Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations 	Fire Authority, Head of Finance and Corporate Support Manager	To stand adjourned from Annual Meeting June 2016 until October 2016 meeting
5	Review Scheme of Delegation to Officers	Fire Authority and Corporate Support Manager	To stand adjourned from Annual Meeting June 2016 until October 2016 meeting
6	Review and agree Member Role Descriptions (excluding those of Committee Chairs and Vice-Chairs and Member Champions)	Fire Authority and Corporate Support Manager	Annual Meeting June 2016
7	Receive outlook report on the Statement of Accounts 2015/16 and approve any variations arising	Fire Authority, Treasurer and Head of Finance	Annual Meeting June 2016

	Action	Who is responsible	Completion Date
8	Receive report on the 2017/18 strategic planning process timetable	Fire Authority and Planning, Performance and Communications Manager	Annual Meeting June 2016
9	Receive annual report on partnerships	Fire Authority and Risk Management Group	Annual Meeting June 2016
10	Receive the annual corporate risk management summary report	Fire Authority, Member Champion for Risk Management and Audit and Planning, Performance and Communications Manager	Annual Meeting June 2016

11	Approve any amendments to Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations and to the Scheme of Delegation to Officers	Fire Authority and Corporate Support Manager	October 2016, adjourned from June 2016
12	Approve schedule of meetings for 2017	Fire Authority and Corporate Support Manager	October 2016
13	Receive the Annual Review (Annual Statement of Assurance) 2015/16, including details of progress made against the Aims, Measures and Targets set out in the Annual Plan 2015/16	Fire Authority, Assistant Chief Fire Officer and Planning, Performance and Communications Manager	October 2016
14	Approve the Fire Authority's Code of Corporate Governance, following review by officers and the Audit and Performance Management Committee	Fire Authority, Treasurer and Corporate Support Manager	October 2016

	Action	Who is responsible	Completion Date
15	Approve any actions set out in report on financial performance and note any virements, including the Annual Treasury Review 2015/16	Fire Authority, Treasurer and Head of Finance	December 2016
16	Receive recommendations from the Strategy and Resources Committee and consider 2016/17 and later years' revenue and capital budgets	Fire Authority, Treasurer and Head of Finance	December 2016
17	Receive recommendations from the Strategy and Resources Committee and review, where relevant: <ul style="list-style-type: none"> • Base budget plus committed change; • Pay and prices assumptions; • Efficiencies 2017/18 and forward budgets; • Service developments 2017/18; • Capital Programme 2017/18 to 2020/21; and • Provisions, reserves and funds 	Fire Authority and: <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 2016
18	Receive: <ul style="list-style-type: none"> • Update on grant settlement • Report on 2017/18 and Later Years' Budget Summary 	Fire Authority and <ul style="list-style-type: none"> • Chief Fire Officer • Treasurer and Head of Finance 	December 2016
19	Agree Members' Allowances Scheme for 2017/18	Fire Authority and Corporate Support Manager	December 2016

	Action	Who is responsible	Completion Date
20	Approve any actions set out in report on financial performance and note any variations	Fire Authority, Treasurer and Head of Finance	February 2017
21	Agree revenue budget and capital programme budget recommendations, including Prudential Guidelines	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	February 2017
22	Agree a Minimum Revenue Provision Policy and Treasury Management Practices for 2017/18	Fire Authority, Treasurer and Head of Finance	February 2017
23	Agree the 2017/18 budget; Council Tax levels for 2017/18; and precepts on billing authorities	Fire Authority, Treasurer and Head of Finance	February 2017
24	Agree increases in charges made for special services following the annual review by officers	Fire Authority and Head of Finance	February 2017
25	Approve the outline contents of the Fire Authority's 2017/18 Annual Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2017/18 and the final content and layout of the Annual Plan	Fire Authority and Assistant Chief Fire Officer	February 2017
26	Review the Pay Policy Statement	Fire Authority and Assistant Chief Fire Officer	February 2017

27	Agree Fire Authority Work Plan 2017/18	Fire Authority and Corporate Support Manager	April 2017
28	Receive and endorse the final Annual Plan 2017/18	Fire Authority, Assistant Chief Fire Officer and Planning, Performance and Communications Manager	April 2017

	Action	Who is responsible	Completion Date
29	Receive report on 2016/17 budget and agree any virements recommended by Committees	Fire Authority, Treasurer and Head of Finance	April 2017

30	Ensure provision of appropriate training for all Members	Chief Fire Officer, Assistant Chief Officer and Development Officer	Ongoing
31	Receive regular update reports on accommodation schemes	Head of Resources	Ongoing
32	Receive monitoring reports on Equality and Diversity, as appropriate	Fire Authority, Member Champion and Equality and Diversity Officer	Ongoing