

Annual Governance Statement Improvement Plan 2018/19

Report of the Chief Fire Officer

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1 Purpose of Report

This report summarises the progress made to date against the improvements contained in the Annual Governance Statement (AGS) Improvement Plan 2018/19.

2 Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2018/19.

3 Background

In accordance with authority delegated to it by the Fire Authority, the Audit and Performance Management Committee considered the draft Statement of Accounts 2017/18 at its July 2018 meeting.

The Statement of Accounts contains, as an appendix, a statement as to how effective the Authority's various systems of internal control have been in governing the risks, to which the Authority is exposed. This is known as the Annual Governance Statement or the AGS. Areas of the system of internal control that had been identified as requiring improvement were listed in the AGS and an action plan was developed to ensure that these improvements are progressed during the coming year (the AGS Improvement Plan 2018/19).

This Committee is responsible for monitoring the progress, which the Service makes against the Plan.

4 Monitoring Progress against the AGS Improvement Plan 2018/19

A copy of the AGS Improvement Plan 2018/19 is attached as an appendix to this report; progress against each of the planned activities is also included in the appendix.

As is the case with most plans, the activities included within it are often subject to change. This can be as a result of changes in the external environment that guides the work, as well as the internal environment that dictates whether the Service has the capacity to achieve its stated objectives. To ensure there is control over any slippage, the officers responsible for delivering this work must obtain approval from the Service Management Team (SMT) or Service Transformation Board (STB), if they require any variations to the current Plan. Such variations will also be reported to this committee.

5 Progress to Date

The 2018/19 Improvement Plan contains six areas for improvement. Progress against each of the work packages is summarised in the appendix.

6 Financial Implications

There are no financial implications arising from this report.

7 Legal Comment

There are no legal implications arising from this report.

8 Initial Impact Assessment

This report contains merely statements of fact / historical data. An Initial Impact Assessment is not, therefore, required.

9 Equality Impact Assessment

There are no equality or diversity implications arising from this report. An Equality Impact Assessment is not, therefore, required.

10 Appendix

Annual Governance Statement Improvement Plan 2018/19

11 Background Papers

There are no background papers associated with this report.

Annual Governance Statement Improvement Plan 2018/19

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion Date
People	1	Continue to deliver the people strategy including the Wholetime and Fire Control shift changes. Carry out a review of the Retained Duty Service (RDS).	Germaine Worker Kevin Faulkner Simon Hardiman	<p>The Collective Agreement has been viewed by the FBU Executive council who have asked for clarification on three areas this is being progressed and will be resubmitted in March/April.</p> <p>The integrated crewing is now up and running.</p> <p>A summary report was taken to Fire Authority and the recommendation to adopt the Flexible Crewing Duty System within Fire Control was approved. Work is now underway to compile a collective agreement, which will be shared with the FBU National Executive Council.</p> <p>The scope of Retained Duty System review, now renamed Retained Sustainability Project, has been agreed by SMT, the work on this project has been delayed while resources have been supporting the introduction of On Call FSR to support the Systems/Infrastructure area of this AGS. It is anticipated that this project will start in earnest before the end of 2018. There has been a delay due to other workstreams and an update is due for SMT in April.</p>	March 2019

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion Date
Process	2	Through the Service Transformation Programme continue to replace paper-based processes with streamlined electronic workflows including standard test and reporting systems (STARS), provision of operational risk information systems (Poris), Electronic Individual Development Record (EIDR) and operations department procedures.	Scott Hurford Simon Hardiman Ged Edwards	<p>The Risk Management System has now gone live and is being used by operational staff.</p> <p>Following a lengthy pilot of the standard test and reporting system (STARS), the Service is looking to make best use of those elements of the system that have been proven to work effectively and is looking to alternative options to cover the other functions, such as defect reporting. Current timescales unclear and will be reported to STB when known.</p> <p>Procurement of the Learning Pool total package is now underway and Individual Personal Development Review (IPDR) will be a priority, with further integration work to enable Electronic Individual Development Reviews (EIDR's) to be incorporated into the Learning Management System.</p>	March 2019
Systems / Infrastructure	3	<p>Through the Service Transformation Programme Implement HR, Finance, Payroll, Training, Retained Payments & Systems.</p> <p>Improve security of the corporate network and continue to support the implementation of Emergency Services Network.</p>	<p>Ged Edwards</p> <p>Germaine Worker</p> <p>Joanne Coadey</p> <p>Sally Edwards</p> <p>Kevin Faulkner</p>	<p>Finance – The migration to the Agresso system took place at the beginning of September 2018. The migration was successful, with supplier payments now being made from the new system. HR, Payroll and Training systems went live in January.</p> <p>Following successful go live of all systems additional modules and functionality are being scoped out and will be reported to STB in May.</p>	March 2019

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion Date
				<p>All stations are now using Fire Service Rota for staff availability and completing their pay claims. The pay claims process has undergone significant testing and based on the results the go-live is planned for 1st April 2019.</p> <p>Network security for ESN – there are still a few outstanding tasks to be completed before the IT Health Check can be booked in.</p>	
Building Facilities	4	<p>Deliver the property strategy.</p> <p>To include Telford Central, Clun and Much Wenlock refurbishments.</p>	Andrew Kelcey	<p>The redevelopment of Clun is complete, and the building is occupied. There are some snagging works outstanding, and the final account is to be agreed.</p> <p>The redevelopment of Much Wenlock is complete, and the building is occupied. There are some snagging works outstanding, and the final account is to be agreed.</p> <p>An Architect has been appointed for Telford Central and is currently carrying out consultations with building users, and technical investigations. Start on site is currently anticipated early 2020.</p>	March 2019

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion Date
Appliances / Equipment	5	<p>Deliver the fleet and equipment strategy.</p> <p>To include the introduction of five pumping appliances and the Incident Command Vehicle.</p>	<p>Kevin Faulkner</p> <p>Simon Hardiman</p> <p>Andrew Kelcey</p>	<p>The Incident command vehicle has been delayed due to a waiting list for a new Mercedes chassis on which the vehicle will be built. Options for Incident command software are currently underway and will be purchased prior to the vehicle arriving to ensure Command Support crew are proficient in its functionality which will assist when the vehicle goes live. Current timescales are unclear at this stage and will be reported back to STB when known.</p> <p>5 Appliances have been built. The first appliance is currently undergoing Vehicle certification agency (VCA) testing, with the second due for Pre delivery Inspection (PDI) at a local Scania dealer. The final three are slightly delayed to enable core communications infrastructure to be installed at E1 as part of the MDT replacement project.</p> <p>A specification has been prepared for modification of the current whole-time appliance to RDS specification, and a procurement process is planned.</p>	March 2019

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion Date
Collaboration	6	Develop the strategic alliance program plan.	Guy Williams	<p>The Strategic Alliance Plan has been created and agreed between to the CFO's and CFA's. Three key work streams have been identified as a priority.</p> <ul style="list-style-type: none"> • IRMP • FIRE CONTROL • ICT <p>The Fire Control work stream is evolving as the 3 key areas are in effect scoped out prior to project PID.</p> <p>ICT Review has been carried out with options provided to the Alliance board.</p> <p>IRMP scoping between HWFRS and SFRS has begun with risk workshops planned for April 2019.</p>	4-year plan 2018-22