

Annual Governance Statement Improvement Plan 2020/21

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 2020/21.

2 Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2020/21.

3 Background

In accordance with authority delegated to it by the Fire Authority, the Standards, Audit and Performance Committee considered the draft Statement of Accounts 2019/20 at its September 2020 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 2020/21).

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

4 Monitoring Progress against the AGS Improvement Plan 2020/21

A copy of the AGS Improvement Plan 2020/21 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 2020/21 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 2020/21

11 Background Papers

There are no background papers associated with this report.

Annual Governance Statement Improvement Plan 2020/21

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 Guy Williams Shaun Baker	<p>The collective agreement. The Brigade Order needs changing to reflect shift system changes. When this has been completed the FBU will address the agreement.</p> <p>The Retained Sustainability Project staff consultation has taking place. This project is now moving forward into scoping solutions and will report through STB.</p>	July 2021
Process	2	Through the Service Transformation Programme continue to replace paper-based processes with streamlined electronic workflows. Following migration to the new Finance, Payroll and electronic retained payments systems – develop internal processes to ensure full functionality and compliance within these systems.	Guy Williams Shaun Baker Ged Edwards Joanne Coadey	<p>New ways of working within the Finance Dept – currently working within the updated Agresso Phase 2 project plan. All authorisers are now live on Agresso and purchase orders are also being rolled out. Some processes have been improved and an exercise has been undertaken to confirm that procedure notes are accurate and complete. Regular reviews of internal audit recommendations are being held in readiness for audit at the end of the year.</p> <p>Audit report on finance systems received with increase in rating from limited to good, with no recommendations made.</p>	July 2021

Systems / Infrastructure	3	<p>Improve security of the corporate network and continue to support the implementation of Emergency Services Network.</p> <p>Introduce Integrated Communications Control System (ICCS).</p> <p>Complete Fire Service Rota (FSR) implementation.</p> <p>Introduce the time and attendance system.</p> <p>Collaborate with Hereford and Worcester Fire and Rescue Service on the Learning Environment Online (LEO) system.</p> <p>Implement training activities synchronisation between LEO and EIDRs.</p> <p>Improve security and resilience of the infrastructure by replacing equipment that is reaching end of life with the latest emerging trends in technology.</p>	<p>Ged Edwards Sally Edwards Guy Williams Shaun Baker</p>	<p>HWFRS have begun work on implementing their version of LEO. SFRS staff have been providing technical support and advice during this initial phase. Eventually both services will benefit from a common platform, being able to access and share e-learning materials, collaborate on learning systems such as competency records and course/competency management.</p> <p>Action Plans were launched through LEO in 2020 and these will feed into the 2021 IPDR process that is now hosted on LEO.</p> <p>A Training Records and Competency Recording System (TRaCS) has been developed on LEO for Fire Control staff. Following its successful role out development has now started on Officer and Firefighter TRaCS.</p>	July 2021
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Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
Building Facilities	4	<p>Deliver the property strategy. To include Telford Central, refurbishment. Introduce improvements to station access and security at all SFRS sites.</p>	Andrew Kelcey Sally Edwards	<p>An award has been made for Telford and development work has started. Site works are anticipated to start in the Summer.</p> <p>Tenders have been received for works at Ellesmere, Market Drayton and Whitchurch, and are now being assessed.</p> <p>A scheme for works at Tweedale is being developed for tender and a planning application has been submitted.</p> <p>There has been a further attempted break-in at Newport. Nothing was taken, but significant damage was caused to an appliance bay door.</p>	July 2021
Appliances/Equipment	5	<p>Deliver the fleet and equipment strategy. To include the introduction of three pumping appliances.</p> <p>Undertake benefits review of the Incident Command Vehicle.</p> <p>Deliver the Service improvement workstreams of the Response Capability Programme Board.</p>	Guy Williams Shaun Baker Andrew Kelcey	<p>Following a repeated tender exercise, 4 bids were received, and an award has been made for 10 pumping appliances, 2-3 of which will have enhanced foam firefighting capacity.</p>	July 2021

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
Collaboration	6	Develop the strategic alliance programme plan. Commence work on the new Community Risk Management Plan/ Integrated Risk Management Plan (CRMP/IRMP).	Jan Morris	<p>Fire Control This project has recommenced with new SRO assessing the previous work undertaken. Findings from the options appraisal are being shared with SFRS officers prior to the next phase of the project.</p> <p>ICT Work on Wide Area Network (WAN) and Helpdesk System plus software evaluation work is being progressed. This is supported by an ICT Strategy. New SRO ACFO Hardiman is assessing progress and the future structure of this project.</p> <p>Procurement Officers have drawn up a procurement strategy that has been approved by the Alliance Board. The strategy will support the ongoing delivery of tangible results through establishing a timetable of future needs and opportunities. Work is underway in Service to embed consideration and assessment of joint procurement at every opportunity. This also includes recording benefits and identifying upstream opportunities.</p> <p>CRMP This project is complete with both documents going live on 1st April 2021. The project will then move into CRMP implementation and performance monitoring.</p>	March 2022

