

## Strategic Planning Process Timetable 2016/17

### Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260201 or Ged Edwards, Planning, Performance and Communications Manager, on 01743 260208.

### 1 Purpose of Report

This report outlines how the Service will continue to align service, financial and improvement planning, the result of which will culminate in the 2016/17 budget, publication of the 2016/17 Annual Plan and an update of the 2015/20 Action Plan, if required.

### 2 Recommendations

The Fire Authority is asked to note the contents of the report and agree the timetable set out in the appendix.

### 3 Background

The strategic planning process is built around a number of dependencies and milestones, which overlap into three key areas: service, financial and improvement planning.

### 4 Strategic Planning Process

The timetable at the appendix sets out the activities, which will be undertaken by officers over the coming months, and outlines the reports and documents that will be presented to Members for approval.

### 5 Planning Documents

There are a number of documents which fall out of the planning process and a brief summary of each document is given overleaf.

## **Annual Plan 2016/17**

A one-year summary document which outlines the Authority's Strategic Aims, Performance Measures, Vision, Purpose and priorities over the coming financial year

## **Service Plan 2015/20**

A five-year planning document that outlines the Authority's financial strategy to deliver the Service, support the delivery of the IRMP and an overview of how the Service will continue to deliver service improvements. The document also includes the five-year action plan of the Service Transformation Programme activities.

## **Annual Report (Annual Statement of Assurance) 2014/15**

Looks back over the previous financial year and summarises how the Fire Authority has achieved its aims, priorities and performance against its high level measures

## **6 Financial Implications**

There are no direct financial implications associated with this report.

## **7 Legal Comment**

There are no legal implications associated with this report.

## **8 Appendix**

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## **9 Background Papers**

There are no background papers associated with this report.

## Strategic Planning Process Timetable 2016/17

| Month                 | Activity  |
|-----------------------|---|
| <b>June 2015</b>      | <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Receives the strategic planning process timetable 2016/17</li> <li>• Considers key issues arising from the final accounts</li> <li>• Budget carry forwards, reserves and provisions are reported</li> </ul> <p><b>The following activities commence in July and continue throughout the year:</b></p> <p>Officers review revenue and capital budgets, together with financial plans with partner organisations.</p> <p>Service Management Team (SMT) and Strategy and Resources Committee receive regular reports on capital and revenue spending / efficiencies (including pay guidelines).</p> <p>Service Transformation Programme Board meets regularly to monitor Programme progress.</p> <p>Budget Management Board reviews budgets and discusses financial matters.</p> <p>The Risk Register is reviewed, together with the level and nature of, and potential calls on, reserves.</p> <p>The Annual Report 2014/15 (Annual Statement of Assurance) is developed.</p> <p>Lead officers and the Risk Management Group consider any partnership resource needs.</p> <p>Directorate heads review service pressures and capital programmes. Bids or project appraisals are developed.</p> |
| <b>July 2015</b>      | <p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Approves and signs the Annual Governance Statement 2014/15 and Improvement Plan 2015/16 for inclusion in the Final Accounts. Final Accounts are agreed in September.</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>  |
| <b>September 2015</b> | <p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Approves the 2014/15 Statement of Accounts.</li> <li>• Considers Draft 2014/15 Annual Report (Annual Statement of Assurance).</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>   |

| Month                       | Activity   |
|-----------------------------|--|
|                             | <p><b>Strategy and Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Receives a report, detailing proposed future budget strategy, and confirms assumptions to enable officers to begin financial planning for 2016/17 and later years.</li> <li>• Approves the budget process, setting out the detailed issues, which it wishes officers to explore.</li> </ul>  |
| <p><b>October 2015</b></p>  | <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Receives an interim report on Crewing and Fire Control reviews.</li> <li>• Approves the Annual Report 2014/15.</li> </ul>  |
| <p><b>November 2015</b></p> | <p><b>Strategy and Resources Committee</b> develops 2016/17 service and budget recommendations for the Fire Authority to consider, which include the following:</p> <ul style="list-style-type: none"> <li>• Report from officers on the budget: <ul style="list-style-type: none"> <li>i Changes to the base budget, i.e. the net cost of delivering the policies and services currently approved;</li> <li>ii Pay and Prices contingency, i.e. the sum required to meet pay awards and price increases that are not currently known and budgeted;</li> <li>iii Service efficiencies;</li> <li>iv Service growth and savings</li> <li>v The cost, both capital and revenue, of new, and previously un-approved, capital projects, i.e. new starts scheduled from 2016/17 onwards; and</li> <li>vi Changes to reserves and balances.</li> </ul> </li> <li>• Considers budget proposals for the 2016/17 consultation process with the public and stakeholders</li> </ul> <p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Receives the quarterly performance monitoring report.</li> </ul> |
| <p><b>December 2015</b></p> | <p><b>Fire Authority:</b></p> <ul style="list-style-type: none"> <li>• Receives 2016/17 service and budget recommendations from the Strategy and Resources Committee (the Committee reports are appended).</li> </ul> <p>The 2016/17 Annual Plan is developed.</p>   |
| <p><b>January 2016</b></p>  | <p><b>Strategy and Resources Committee</b> finalises budget recommendations.</p> <p>Capital Programme 2016/17 and prudential guidelines</p> <p>Budget consultation</p> <p>Officers refine and produce the draft 2016/17 Annual Plan and performance measures.</p> <p>2015/20 five-year Action Plan update, if necessary.</p>   |

| Month                | Activity  |
|----------------------|---|
| <b>February 2016</b> | <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Approves 2016/17 budget and sets the precept.</li> <li>• Considers the Draft 2016/17 Annual Plan and performance measures.</li> </ul> <p>Officers develop Directorate / Departmental Plans.</p> |
| <b>March 2016</b>    | <p><b>Strategy and Resources Committee</b> agrees performance targets.</p> <p>Officers develop and refine Directorate / Departmental Plans.</p>   |
| <b>April 2016</b>    | <p><b>Audit and Performance Management Committee</b> receives year-end performance report.</p> <p>The Annual Plan 2016/17 and supporting Directorate / Departmental plans come into effect.</p>   |

**Note**

The Strategic Risk and Planning Group will be convened throughout the year to consider issues, prior to Strategy and Resources Committee and Fire Authority meetings.