

Strategic Planning Process Timetable 2015/16

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 and Performance 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 2015/16 budget, the Financial Strategy 2015/20, Integrated Risk Management Plan (IRMP) 2015/20 and the publication, in April 2015, of the 2015/16 annual, one-year Service Plan.

2 Recommendations

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

3 Strategic Planning Process

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

The timetable at the appendix to this report 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.

4 Service Plans and Documents

There are a number of documents, which fall out of the planning process and a brief summary of each document follows.

Service Plan 2015/16

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

Financial Strategy 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

IRMP 2015/20 and Action Plan 2015/16

The primary operational planning document that outlines the risks within the County and how the Service will mitigate against those risks through its prevention, protection and response activities
The IRMP is complemented by an annual action plan.

Annual Report (Annual Statement of Assurance) 2014/15

A report, looking back over the previous financial year and summarising how the Fire Authority has achieved its aims, priorities and performance against its high level Public Value measures

5 Financial Implications

There are no direct financial implications associated with this report.

6 Legal Comment

There are no legal implications associated with this report.

7 Initial Impact Assessment

An Initial Impact Assessment has been completed.

8 Appendix

Strategic Planning Process Timetable 2015/16

9 Background Papers

There are no background papers associated with this report.

Strategic Planning Process Timetable 2015/16

Month	Activity
July 2014	<p>Fire Authority</p> <ul style="list-style-type: none"> • Receives the strategic planning process timetable 2015/16 • Considers key issues arising from the final accounts • Budget carry forwards, reserves and provisions are reported <p>The following activities commence in July and continue throughout the year:</p> <p>Officers review Directorate and Departmental Plans and revenue and capital budgets, together with financial plans with partner organisations.</p> <p>Service Management Team (SMT) receives quarterly reports on capital and revenue spending / efficiencies (including pay guidelines) and progress on the Service Transformation Programme.</p> <p>Consolidated IRMP 2020 planning activities</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 and Public Value savings reviewed.</p>
September 2014	<p>Audit and Performance Management Committee</p> <ul style="list-style-type: none"> • Approves and signs the Annual Governance Statement 2014/15 and Improvement Plan 2015/16 for inclusion in the Final Accounts • Approves the 2014/15 Statement of Accounts • Approves the 2014/15 Annual Report (Annual Statement of Assurance) • Receives the quarterly performance monitoring report

Month	Activity
September 2014	<p>Strategy and Resources Committee</p> <ul style="list-style-type: none"> • Considers use of General Fund balance resulting from 2014/15 Year End • Receives a report, detailing proposed future budget strategy, and confirms assumptions to enable officers to begin financial planning for 2015/16 and later years • Approves the budget process, setting out the detailed issues, which it wishes officers to explore • Receives a report on the IRMP 2020 consultation - the outcome of phase 3 consultation is reported for consideration of the recommendations to be made to the Fire Authority
October 2014	<p>Fire Authority</p> <ul style="list-style-type: none"> • Receives report from Strategy and Resources Committee on results from IRMP 2020 consultation process and recommendations for proposals to be explored for inclusion in the IRMP 2015-20
November 2014	<p>Strategy and Resources Committee develops 2015/16 service and budget recommendations for the Fire Authority to consider, which include the following:</p> <ul style="list-style-type: none"> • Receives a report from officers on the budget: <ul style="list-style-type: none"> i Changes to the base budget, i.e. the net cost of delivering the policies and services currently approved; ii Pay and Prices contingency, i.e. the sum required to meet pay awards and price increases that are not currently known and budgeted; iii Service efficiencies; iv Service growth and savings (from the IRMP / 2020 / Service Transformation Programme); v The cost, both capital and revenue, of new, and previously un-approved, capital projects, i.e. new starts scheduled from 2015/16 onwards; and vi Changes to reserves and balances. • Considers budget proposals for the 2015/16 consultation process with the public and stakeholders <p>Audit and Performance Management Committee</p> <ul style="list-style-type: none"> • Receives the quarterly performance monitoring report.
December 2014	<p>Fire Authority:</p> <ul style="list-style-type: none"> • Receives 2015/16 service and budget recommendations from the Strategy and Resources Committee (the Committee reports are appended as 'the Green Book') <p>Budget consultation</p> <p>The 2015/16 Service Plan is developed.</p>

Month	Activity
January 2015	<p>Strategy and Resources Committee</p> <ul style="list-style-type: none"> • Finalises budget recommendations <p>Budget consultation</p> <p>Officers refine and produce the draft 2015/16 Service Plan and performance measures.</p> <p>Officers develop Directorate / Departmental Plans.</p> <ul style="list-style-type: none"> • Considers the Financial Strategy Document 2015/20 • Considers the IRMP 2015/20 Document and Action Plan
February 2015	<p>Fire Authority</p> <ul style="list-style-type: none"> • Sets the precept and approves the Financial Strategy Document 2015/20 • Agrees IRMP 2015/20 Document and Action Plan 2015/16 • Considers the draft 2014/15 Service Plan and performance measures <p>Officers develop Directorate / Departmental Plans.</p>
March 2015	<p>Strategy and Resources Committee agrees performance measures and Service Plan 2014/15 for recommendation to the Fire Authority.</p> <p>Officers develop and refine Directorate / Departmental Plans.</p>
April 2015	<p>Fire Authority agrees performance measures.</p> <p>The one-year Service Plan 2015/16, the Financial Strategy 2015/20, IRMP 2015/20 Document and Action Plan 2015/16 and supporting Directorate / Departmental plans come into effect.</p>

Note

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