

## Strategic Planning Process Timetable 2017/18

### 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 2017/18 budget, publication of the 2017/18 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 below.

## **Annual Plan 2017/18**

This Plan is a one-year summary document, which outlines the Authority's Strategic Aims, Service Targets, Vision, Purpose, Core Values and priorities over the coming financial year.

## **Service Plan 2015 to 2020**

This Plan is a five-year planning document, which outlines the Authority's financial strategy to deliver the Service, support the delivery of its Integrated Risk Management Plan and provides an overview of how the Service will continue to deliver service improvements. The document also includes the five-year action plan of Service Transformation Programme activities.

## **Annual Review (Annual Statement of Assurance) 2015/16**

This document looks back over the previous financial year and summarises how the Fire Authority has achieved its aims, priorities and performance against its high-level targets.

## **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**

Strategic Planning Process Timetable 2017/18

## **9 Background Papers**

There are no background papers associated with this report.

## Strategic Planning Process Timetable 2017/18

| Month                 | Activity   |
|-----------------------|--|
| <b>June 2016</b>      | <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Receives the strategic planning process timetable 2017/18;</li> <li>• Considers key issues arising from the final accounts; and</li> <li>• Receives a report on budget carry forwards, reserves and provisions.</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 (S&amp;R) receive regular reports on capital and revenue spending / efficiencies (including pay guidelines).</p> <p>Service Transformation Programme Board (STPB) meets regularly to monitor Programme progress.</p> <p>Budget Management Board (BMB) 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 Review 2015/16 (Annual Statement of Assurance) is developed.</p> <p>Lead officers and the Risk Management Group (RMG) consider any partnership resource needs.</p> <p>Departmental heads review service pressures and capital programme.</p> <p>Growth bids and project appraisals are developed.</p> |
| <b>July 2016</b>      | <p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Approves and signs the Annual Governance Statement 2015/16 and Improvement Plan 2016/17 for inclusion in the Statement of Accounts 2015/16; and</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>  |
| <b>September 2016</b> | <p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Approves the 2015/16 Statement of Accounts;</li> <li>• Considers the draft 2015/16 Annual Review (Annual Statement of Assurance); and</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>  |

| Month                | Activity  |
|----------------------|---|
| <b>November 2016</b> | <p><b>Strategy and Resources Committee</b> develops 2017/18 service and budget recommendations for the Fire Authority to consider, which include the following:</p> <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 for;</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 2017/18 onwards; and</li> <li>vi Changes to reserves and balances.</li> </ul> |
| <b>December 2016</b> | <p><b>Audit and Performance Management Committee</b> receives the quarterly performance monitoring report.</p> <p><b>Fire Authority</b> receives 2017/18 service and budget recommendations from the Strategy and Resources Committee.</p> <p>Officers develop the 2017/18 Annual Plan and supporting departmental plans.</p>   |
| <b>February 2017</b> | <p><b>Strategy and Resources Committee</b> finalises budget recommendations for 2017/18, capital programme and prudential guidelines.</p> <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Approves 2017/18 budget and sets the precept; and</li> <li>• Considers the draft 2017/18 Annual Plan.</li> </ul> <p>Officers develop Service targets, refine departmental plans and update the 2015 to 2020 Action Plan, if necessary.</p>  |
| <b>March 2017</b>    | <p><b>Strategy and Resources Committee</b> agrees the Service targets.</p> <p>Chair and Chief Fire Officer agree final version of the Annual Plan 2017/18.</p>  |
| <b>April 2017</b>    | <p><b>Audit and Performance Management Committee</b> receives year-end performance report.</p> <p>The Annual Plan 2017/18 and supporting departmental plans come into effect.</p>   |

### Note

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