

## Strategic Planning Process Timetable 2018/19

### Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260204 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 2018/19 budget, publication of the 2018/19 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 2018/19**

A one year summary document which outlines the Authority's Strategic Aims, Service Targets, Vision, Purpose and priorities over the coming financial year.

### **Service Plan 2015 - 2020**

A five year planning document that outlines the Authority's financial strategy to deliver the Service, support the delivery of the Integrated Risk Management Plan (IRMP) and an overview of how the Service will continue to deliver service improvements. The document also includes the 5 year action plan of the Service Transformation Programme activities.

### **Annual Review (Annual Statement of Assurance) 2016/17**

This looks back over the previous financial year and summarises how the 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 Initial Impact Assessment**

An Initial Impact Assessment has been completed.

## **9 Appendix**

Strategic Planning Process Timetable 2018/19.

## **10 Background Papers**

There are no background papers associated with this report.

## Strategic Planning Process Timetable 2018/19

Month	Activity
June 2017	<p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Receives the strategic planning process timetable 2018/19.</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 (S&amp;R) receives 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 2016/17 (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>
July 2017	<p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Approves and signs the Annual Governance Statement 2016/17 and Improvement Plan 2017/18 for inclusion in the Final Accounts. Final Accounts are agreed in September.</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>
September 2017	<p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Approves the 2016/17 Statement of Accounts.</li> <li>• Considers Draft 2016/17 Annual Report (Annual Statement of Assurance).</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>

Month	Activity
<b>November 2017</b>	<p><b>Strategy and Resources Committee</b> develops 2018/19 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.</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 2018/19 onwards.</li> <li>vi Changes to reserves and balances.</li> </ul>
<b>December 2017</b>	<p><b>Audit and Performance Management Committee</b> receives the quarterly performance monitoring report.</p> <p><b>Fire Authority</b> receives 2018/19 service and budget recommendations from the Strategy and Resources Committee.</p> <p>Officers develop the 2018/19 Annual Plan and supporting departmental plans.</p>
<b>February 2018</b>	<p><b>Strategy and Resources Committee</b> finalises budget recommendations for 2018/19, capital programme and prudential guidelines.</p> <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Approves 2018/19 budget and sets the precept.</li> <li>• Considers the Draft 2018/19 Annual Plan.</li> </ul> <p>Officers develop Service targets, refine departmental plans and update the 2015/20 5-year Action Plan if necessary.</p>
<b>March 2018</b>	<p><b>Strategy and Resources Committee</b> agree the Service targets.</p> <p>Chair and Chief Fire Officer agree final version of the Annual Plan 2018/19.</p>
<b>April 2018</b>	<p><b>Audit and Performance Management Committee</b> receives year-end performance report.</p> <p>The Annual Plan 2018/19 and supporting departmental plans come into effect.</p>

### Note

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