

Strategy and Resources Committee Work Plan 2013/14

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report reviews progress against the Strategy and Resources Committee 2012/13 Work Plan and puts forward a 2013/14 Work Plan for consideration and approval by Members.

2 Recommendations

Members are asked to:

- a) Note progress made against the Strategy and Resources Committee 2012/13 Work Plan; and
- b) Approve the Work Plan for 2013/14, attached as an appendix, subject to any amendments / comments they may wish to make.

3 Background

Since March 2009 the business of the Strategy and Resources Committee has been conducted in accordance with an annual Work Plan. The Plan sets out in a structured manner what the Committee's activities will be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference will be carried out in a timely manner and that no deadlines will be missed.

The draft 2013/14 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2012/13 Work Plan

Having carried out a review of the 2012/13 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out on time with the exception of the following items:

Item 9 was dealt with at the May (not September) meeting of the Committee.

Items 8, 10, 11 and 12 were deferred to the November meeting, as the September meeting was cancelled.

Item 23 was considered by the Fire Authority at its February meeting (rather than coming to the March meeting of the Committee).

Items 24 to 27 are on the agenda to be considered at this meeting of the Committee (as scheduled in the Plan).

5 Scheduled Meetings

Historically the Committee has had a schedule of five meetings per year, in January, March, May, September and November. In the last two years, however, the September meeting has been cancelled because of the lack of business to consider. In light of this, at its meeting in December 2012, the Fire Authority agreed that the September meeting be dropped and the Committee would meet only four times in 2013. This change has been reflected in the draft 2013/14 Work Plan.

6 Proposed 2013/14 Work Plan

During the review officers also considered what activities should be included in the next Work Plan, taking into account any recent developments. Attached as an appendix to this report is a draft 2013/14 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee, the Chair of the Committee, the Chief Fire Officer, Assistant Chief Fire Officer, Treasurer, Head of Finance, and other appropriate officers, when required.

The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

7 Financial Implications

There are no direct financial implications attached to the approval of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

8 Legal Comment

The Strategy and Resources Committee is not legally required to have in place a Work Plan. This does, however, represent good practice. The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

9 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising specifically from this report. An Equality Impact Assessment has not, therefore, been completed.

It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

10 Appendix

Proposed Strategy and Resources Committee Work Plan 2013/14

11 Background Papers

Strategy and Resources Committee Work Plan 2012/13

Strategy and Resources Committee Work Plan April 2013 to March 2014

	Action	Who is responsible	Completion Date
1	Review Terms of Reference of the Committee	Strategy and Resources Committee, assisted by the Head of Finance and Corporate Services Manager	June 2013 to go to July 2013 meeting of the Fire Authority
2	Review Role Descriptions for the Chair and Vice-Chair of the Committee	Strategy and Resources Committee, assisted by the Head of Finance and Corporate Services Manager	June 2013 to go to July 2013 meeting of the Fire Authority
3	Approve any actions set out in report on financial performance and report any virements to the Fire Authority	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	June 2013. Any virements approved to go to July 2013 meeting of the Fire Authority
4	Receive progress report on capital activity and finance	Strategy and Resources Committee assisted by the Planning and Performance Manager	June 2013
5	Receive a summary report on corporate risk management	Strategy and Resources Committee, assisted by the Planning and Performance Manager	June 2013
6	Receive a detailed Service Plan for recommendation to the Fire Authority	Strategy and Resources Committee, assisted by the Assistant Chief Fire Officer	June 2013 to go to July 2013 meeting of the Fire Authority

	Action	Who is responsible	Completion Date
7	Elect Chair and Appoint Vice-Chair	Strategy and Resources Committee	November 2013
8	Receive a report on the constitution of the Committee and consider any training required by Members	Strategy and Resources Committee, assisted by the Corporate Services Manager	November 2013
9	<p>Approve 2013/14 and later years' revenue and capital budget outlines for consideration by the Fire Authority and receive reports on:</p> <ul style="list-style-type: none"> • Base budget plus committed change; • Pay and prices assumptions; • Efficiencies 2013/14 and forward budgets; • Service developments 2013/14; • Capital Programme 2013/14 to 2017/18; and • Provisions, reserves and funds • Work of the Strategic Risk and Planning Working Group, where appropriate <p>and make recommendations to the Fire Authority</p>	<p>Strategy and Resources Committee, assisted by Treasurer and Head of Finance, unless otherwise stated</p> <ul style="list-style-type: none"> • Chief Fire Officer and Planning and Performance Manager • Chief Fire Officer 	November 2013 to go to December 2013 meeting of the Fire Authority
10	<p>Receive reports on:</p> <ul style="list-style-type: none"> • Capital update on activity and finance; • Use of capital 2013 • Asset stewardship 2013 	<p>Strategy and Resources Committee, assisted by:</p> <ul style="list-style-type: none"> • Chief Fire Officer and Planning and Performance Manager • Chief Fire Officer and Head of Resources • Chief Fire Officer and Head of Resources 	November 2013

	Action	Who is responsible	Completion Date
11	Receive a summary report on corporate risk management	Strategy and Resources Committee, assisted by the Planning and Performance Manager	November 2013
12	Approve any actions set out in report on financial performance and the annual treasury report 2012/13, and recommend it and any virements to the Fire Authority for approval	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	November 2013. Any virements approved to go to December 2013 meeting of the Fire Authority
13	Approve any actions set out in report on financial performance and the mid-year treasury review for 2013/14 and recommend it and any virements to the Fire Authority	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	January 2014. Any virements approved to go to February 2014 meeting of the Fire Authority
14	Receive progress report on capital activity and finance	Strategy and Resources Committee, assisted by the Planning and Performance Manager	January 2014
15	Consider the adequacy of provisions and reserves and robustness of budget and make recommendations to the Fire Authority	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	January 2014 to go to February 2014 meeting of the Fire Authority
16	Agree for 2014/15 the 3-year capital programmes, Prudential Guidelines, including Treasury Management Strategy Statement, Investment Strategy and Policy on Minimum Revenue Provision for recommendation to the Fire Authority	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	January 2014 to go to February 2014 meeting of the Fire Authority

	Action	Who is responsible	Completion Date
17	Consider revisions to revenue budget and final budget plan and finalise a revenue budget proposal for consideration by the Fire Authority	Strategy and Resources Committee	January 2014 to go to February 2014 meeting of the Fire Authority
18	Receive corporate risk management summary report	Strategy and Resources Committee, assisted by the Planning and Performance Manager	January 2014
19	Consider and approve structure of Medium Term Corporate Plan	Strategy and Resources Committee, assisted by the Chief Fire Officer	March 2014
20	Consider and agree the proposed summary Fire Authority Service Plan and Public Value performance targets for 2014/15	Strategy and Resources Committee, assisted by the Assistant Chief Fire Officer	March 2014
21	Approve Committee's 2014/15 Work Plan	Strategy and Resources Committee, assisted by the Head of Finance and Corporate Services Manager	March 2014
22	Prepare an Annual Report on the work of the Committee for submission to the Fire Authority	Chair of Strategy and Resources Committee, assisted by the Head of Finance and Corporate Services Manager	March 2014 to go to April 2014 meeting of the Fire Authority
23	Approve the mid-year treasury report for recommendation to the Fire Authority	Strategy and Resources Committee, assisted by the Head of Finance	March 2014 to go to April 2014 meeting of the Fire Authority
24	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Officer, Treasurer, Head of Finance and external agencies, where appropriate	Ongoing