

## Strategy and Resources Committee Work Plan 2014/15

### Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260203 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

### 1 Purpose of Report

This report reviews progress against the Strategy and Resources Committee 2013/14 Work Plan and puts forward a 2014/15 Work Plan for consideration and approval by Members.

### 2 Recommendations

Members are asked to:

- a) Note progress made against the Strategy and Resources Committee 2013/14 Work Plan; and
- b) Approve the Work Plan for 2014/15, 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 2014/15 Work Plan is attached as an appendix to this report for consideration by the Committee.

## **4 Review of 2013/14 Work Plan**

Having carried out a review of the 2013/14 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:

### **All items for June 2013**

Although a meeting of the Committee was scheduled to take place on 20 June 2013, it was necessary to cancel it at the last minute, as it would not have been quorate. Reports, which were to be considered at that meeting were, therefore, taken either to 10 July 2013 meeting of the Fire Authority or to 12 September 2014 meeting of the Committee.

### **Reports on Capital Activity and Finance and Corporate Risk Management**

These reports were not taken to the January meeting, because of lack of time. They are, however, on the agenda for this meeting of the Committee.

It should also be noted that a meeting of the Committee would normally take place in January. This was, however, arranged for February to provide sufficient time to complete the second phase of the Integrated Risk Management Planning 2020 process. Items marked on the Work Plan for January were, therefore, dealt with in February.

## **5 Proposed 2014/15 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 2014/15 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.

## **6 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.

## **7 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.

## **8 Initial Impact Assessment**

This report provides only historical information and sets out a series of actions to be completed over the coming year. An Initial 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, in which case they will be completed at the appropriate time.

## **9 Appendix**

Proposed Strategy and Resources Committee Work Plan 2014/15

## **10 Background Papers**

Strategy and Resources Committee Work Plan 2013/14

## Strategy and Resources Committee Draft Work Plan April 2014 to March 2015

	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 2014 to go to July 2014 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 2014 to go to July 2014 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 2014. Any virements approved to go to July 2014 meeting of the Fire Authority
4	Receive a report on capital activity and finance	Planning and Performance Manager	June 2014
5	Receive a report on the constitution of the Committee and consider any training required by Members	Strategy and Resources Committee, assisted by the Corporate Support Manager	September 2014
6	Approve any actions set out in the report on financial performance and the Annual Treasury Report 2013/14, and recommend it and any virements to the Fire Authority for approval	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	September 2014 Annual Treasury Report 2013/14 and any virements approved to go to September 2014 meeting of the Fire Authority

	Action	Who is responsible	Completion Date
7	Receive a report on capital activity and finance	Planning and Performance Manager	September 2014
8	Receive a report on IRMP / 2020 Planning	Assistant Chief Fire Officer – Service Delivery	September 2014
9	Receive a summary report on corporate risk management	Planning and Performance Manager	September 2014
10	<p>Approve 2014/15 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"> <li>• Base budget plus committed change;</li> <li>• Pay and prices assumptions;</li> <li>• Efficiencies 2013/14 and forward budgets;</li> <li>• Service developments 2013/14;</li> <li>• Capital Programme 2013/14 to 2017/18; and</li> <li>• Provisions, reserves and funds</li> <li>• Work of the Strategic Risk and Planning Working Group, where appropriate and make recommendations to the Fire Authority</li> </ul>	<p>Strategy and Resources Committee, assisted by Treasurer and Head of Finance, unless otherwise stated</p> <ul style="list-style-type: none"> <li>• Chief Fire Officer and Planning and Performance Manager</li> <li>• Chief Fire Officer</li> </ul>	November 2014 to go to December 2014 meeting of the Fire Authority
11	<p>Receive reports on:</p> <ul style="list-style-type: none"> <li>• Capital activity and finance;</li> <li>• Use of capital 2013</li> <li>• Asset stewardship 2013</li> </ul>	<p>Strategy and Resources Committee, assisted by:</p> <ul style="list-style-type: none"> <li>• Planning and Performance Manager</li> <li>• Head of Resources</li> <li>• Head of Resources</li> </ul>	November 2014

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
12	Approve any actions, set out in the report on financial performance, and the mid-year treasury review for 2014/15 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 2014. Any virements approved to go to December 2014 meeting of the Fire Authority
13	Approve any actions set out in the report on financial performance and recommend any virements to the Fire Authority for approval	Strategy and Resources Committee, assisted by the Treasurer and Head of Finance	January 2015 Any virements approved to go to February 2015 meeting of the Fire Authority
14	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 2015 to go to February 2015 meeting of the Fire Authority
15	Agree for 2015/16 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 2015 to go to February 2015 meeting of the Fire Authority
16	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 2015 to go to February 2015 meeting of the Fire Authority

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
17	Receive corporate risk management summary report	Planning and Performance Manager	January 2015
18	Receive a report on capital activity and finance	Planning and Performance Manager	March 2015
19	Agree Public Value performance targets for 2015/16	Strategy and Resources Committee, assisted by the Planning and Performance Manager	March 2015
20	Approve the Committee's 2015/16 Work Plan	Strategy and Resources Committee, assisted by the Head of Finance and Corporate Services Manager	March 2015
21	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