

## Strategy and Resources Committee Work Plan 2012/13

### 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 2011 / 2012 Work Plan and puts forward a 2012 / 2013 Work Plan for consideration and approval by Members.

### 2 Recommendations

Members are asked to:

- a) Note progress made against the Strategy and Resources Committee 2011 / 2012 Work Plan; and
- b) Approve the Work Plan for 2012 / 2013, 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 2012 / 2013 Work Plan is attached as an appendix to this report for consideration by the Committee.

## 4 Review of 2011 / 2012 Work Plan

Having carried out a review of the 2011 / 2012 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out with the exception of the following items:

11 Report on procurement strategies, which was to go to the September 2011 meeting

23 Consider and approve structure of Medium Term Corporate Plan

24 Fire Authority Service Plan 2012/13

Items 23 and 24 were due to be considered at this meeting of the Committee but were taken direct to the Fire Authority's February meeting.

25 Set performance targets for 2012/13

26 Approve Committee's 2012/13 Work Plan

27 Prepare an Annual Report on the work of the Committee for submission to the Fire Authority

28 Receive an update on the capacity of the newly structured Finance department (as agreed by the Fire Authority at its September 2011 meeting)

Items 25 to 28 are on the agenda to be considered at this meeting of the Committee (as scheduled in the Plan).

## 5 Proposed 2012 / 2013 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 2012 / 2013 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 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 Initial 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.

## **9 Appendix**

Proposed Strategy and Resources Committee Work Plan 2012 / 2013

## **10 Background Papers**

Strategy and Resources Committee Work Plan 2011 / 2012

## Strategy and Resources Committee Work Plan April 2012 to March 2013

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Review Terms of Reference of the Committee	Strategy and Resources Committee assisted by the Chief Fire Officer, Treasurer and Corporate Services Manager	May 2012 to go to the Fire Authority's Annual Meeting in July 2012
2	Update report on the Medium Term Corporate Plan	Strategy and Resources Committee, Chief Fire Officer and Treasurer	May 2012
3	Approve any actions set out in report on financial performance and report any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Head of Finance	May 2012. Any virements approved to go to the subsequent meeting of the Fire Authority
4	Receive progress report on capital activity and finance	Strategy and Resources Committee, Chief Fire Officer and Planning and Performance Manager	May 2012
5	Receive a summary report on corporate risk management	Strategy and Resources Committee and Head of Operations and Risk	May 2012
6	Review Role Descriptions for the Chair and Vice-Chair of the Committee	Strategy and Resources Committee, assisted by the Treasurer and Corporate Services Manager, following consultation with the Chair and Vice-Chair of the Committee	May 2012 to go to the Fire Authority's Annual Meeting in July 2012
7	Present one-year Integrated Risk Management Plan (IRMP) and outline 2020 Service review project (long-term IRMP / Public Value)	Chief Fire Officer and Head of Operations and IRMP	May 2012 to go to the Fire Authority meeting in July 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
8	Elect Chair and Appoint Vice-Chair	Strategy and Resources Committee	September 2012
9	Approve and recommend to the Fire Authority a financial planning strategy for 2012/13	Strategy and Resources Committee, Treasurer and Head of Finance	September 2012 to go to the Fire Authority's October 2012 meeting
10	Approve any actions set out in report on financial performance and report any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Head of Finance	September 2012. Any virements approved to go to the Fire Authority's October 2012 meeting
11	Receive reports on: <ul style="list-style-type: none"> <li>• Capital update on activity and finance;</li> <li>• Annual treasury report 2011/12</li> <li>• Use of capital 2012</li> <li>• Asset stewardship 2012</li> </ul>	Strategy and Resources Committee and: <ul style="list-style-type: none"> <li>• Chief Fire Officer and Planning and Performance Manager</li> <li>• Chief Fire Officer, Treasurer and Head of Finance</li> <li>• Chief Fire Officer and Head of Resources</li> <li>• Chief Fire Officer and Head of Resources</li> </ul>	September 2012
12	Receive a summary report on corporate risk management	Strategy and Resources Committee and Head of Operations and Risk	September 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
13	Approve any actions set out in report on financial performance and recommend any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Head of Finance	November 2012. Any virements approved to go to the Fire Authority's December 2012 meeting
14	Approve 2013/14 and later years' revenue and capital budget outlines for consideration by the Fire Authority	Strategy and Resources Committee, Treasurer and Head of Finance	November 2012 to go to the Fire Authority's December 2012 meeting
15	<p>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</li> </ul> <p>and make recommendations to the Fire Authority</p>	<p>Strategy and Resources Committee and:</p> <ul style="list-style-type: none"> <li>• Treasurer and Head of Finance</li> <li>• Treasurer</li> <li>• Treasurer</li> <li>• Chief Fire Officer and Planning and Performance Manager</li> <li>• Treasurer</li> <li>• Treasurer</li> <li>• Chief Fire Officer</li> </ul>	November 2012 to go to the Fire Authority's December 2012 meeting
16	Receive progress report on capital activity and finance	Strategy and Resources Committee, Chief Fire Officer and Planning and Performance Manager	November 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
17	Approve any actions set out in report on financial performance and recommend any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Head of Finance	January 2013. Any virements approved to go to the Fire Authority's February 2013 meeting
18	Receive progress report on capital activity and finance	Strategy and Resources Committee, Chief Fire Officer and Planning and Performance Manager	January 2013
19	Consider the adequacy of provisions and reserves and robustness of budget and make recommendations to the Fire Authority	Strategy and Resources Committee and Treasurer	January 2013 to go to the February 2013 meeting of the Fire Authority
20	Agree 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 and Treasurer	January 2013 to go to February 2013 meeting of Fire Authority
21	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 2013 to go to February 2013 meeting of Fire Authority
22	Receive corporate risk management summary report	Strategy and Resources Committee and Head of Operations and Risk	January 2013

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
23	Consider and approve structure of Medium Term Corporate Plan	Strategy and Resources Committee and Chief Fire Officer	March 2013
24	Fire Authority Service Plan 2013/14	Strategy and Resources Committee and Assistant Chief Fire Officer	March 2013
25	Set performance targets for 2013/14	Strategy and Resources Committee, Assistant Chief Fire Officer and Planning and Performance Manager	March 2013
26	Approve Committee's 2013/14 Work Plan	Strategy and Resources Committee, Chief Fire Officer, Treasurer, Head of Finance and Corporate Services Manager	March 2013
27	Prepare an Annual Report on the work of the Committee for submission to the Fire Authority	Chair of Strategy and Resources Committee, Chief Fire Officer, Treasurer, Head of Finance and Corporate Services Manager	March 2013 to go to April 2013 meeting of the Fire Authority
28	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