

## Strategic Planning Process Timetable 2014/15

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260201 or Ged Edwards, Planning and Performance 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 2014/15 budget, Medium Term Corporate Plan 2014/19 and the publication, in April 2014, of the 2014/15 annual, one-year Service Plan.

#### 2 Recommendations

The Committee 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.

Following a review of service planning by officers during 2007/08 an integrated strategic planning process was developed in order to demonstrate a more joined-up approach to the whole issue of planning.

This process has continued in subsequent years and changes have been made to include the introduction of Public Value and the establishment of the Strategic Risk and Planning Group (StRaP). This year will also include 2020 long-term planning activities and the requirement to produce an Annual Statement of Assurance.

## **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 to be presented to Members for approval. This year's planning process timetable also includes the new requirement to produce an Annual Statement of Assurance. This will be presented to the Audit and Performance Management Committee in September.

## **5 Financial Implications**

There are no direct financial implications associated with this report.

## **6 Legal Comment**

There are no legal implications associated with this report.

## **7 Risk Monitoring**

When considering this work stream officers have reviewed Brigade Order 3 Part 2 Risk Management Protocol and have determined that there are no risk implications with this work stream.

## **8 Equality Impact Assessment**

This report sets out a timetable and has no direct impact on people.

## **9 Appendix**

Strategic Planning Process Timetable 2014/15

## **10 Background Papers**

There are no background papers associated with this report.



# Initial Equality Impact Assessment Form

EQIA Number

Directorate		Department/ Section	
Name of officers completing (minimum of 2)		Job title	
Name of Policy/Service/Activity to be assessed		Date of assessment	
New or existing policy	N / E		

**1)** Briefly describe the aims, objectives and purpose of the policy/service/activity (referred to as policy in document) and also consider the following:

- What are the key performance indicators?
- Who is intended to benefit or be affected by it? (is this positive or negative)
- What outcomes do you want to achieve from this policy?

**1 a)** Who implements this policy?

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**2)** How does your current policy meet the needs around age, disability, race, religion/belief, gender, sexual orientation and caring responsibilities?

<p>Are there any obvious barriers to accessing the service? E.g. physical or other.</p>			
<p><b>2a)</b> Where do you think improvements could be made?</p>			
<p><b>2b)</b> Have issues of equality been identified in this area of service delivery by SFRS?</p>			
<p><b>3)</b> Have we had any specific feedback or complaints on this area?</p> <p>Is there evidence that this has come from any of these specific groups: race, gender, disability, religion/belief, age, sexual orientation, caring responsibilities?</p>			
<p><b>3a)</b> Do we have any feedback from managers or frontline staff on this policy?</p>			
<p><b>3b)</b> Is there any feedback from voluntary/community organisations?</p>			
<p><b>3c)</b> Is there any research / models of practice that may inform SFRS view?</p>			
<p><b>4)</b> Detail the Actions / Improvement areas you have identified, or the need for further research. (These must be put onto the Action and Improvements Form <b>FB 367</b> for consideration by Steering Group)</p> <p>If you have found considerable actions or research this will require you to proceed to a full assessment.</p>			
<p><b>5)</b> Should the policy now proceed to a full impact assessment?</p>	<p>Y</p>	<p>N</p>	<p>Please detail</p>

**I am satisfied that this policy has been successfully impact assessed.  
I understand the Impact Assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.**

Line Manager		Date	
Please note that this impact assessment will be scrutinised by the Equality and Diversity Officer.			

## Appendix D

### Equality Impact Assessment Actions and Improvements Form

When you have completed the Equality Impact Assessment a number of actions or improvement areas will have been identified, it is important that these are captured and put into normal work activities. In some cases there may be a few small actions required in other cases you will need to progress to a full impact assessment, you will need to complete this form for both of these situations when you identify actions that need completing, or have identified that future investigation will require specific resources that need to be put into the business planning process.

This form is to allow you to record the outcome from your impact assessments so that the actions or improvements can be carried out by your Department and monitored and in some cases approved by the Equality and Diversity Steering Group. Please ensure that this form is given to your line manager for discussion at your team or one to one meetings for incorporation into individual work plans.

<b>Directorate:</b>	<b>Department:</b>
<b>Brigade Order/activity that has identified need, issue/objective:</b>	<b>EQIA No:</b>

Action	Comments inc. Details of Consultations required/carried out	Resources / Finances allocated to this objective/target	How will this be monitored to ensure it is effective	Responsible for this action	Due Date	Progress

<b>Head of Department</b>		<b>Date completed</b>	
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This form must be sent to Management Support when completed for monitoring and/or consideration by the Equality & Diversity Steering Group