

Strategic Planning Process Timetable 2014/15

Month	Activity
June 2013	<p>Strategy and Resources Committee receives the strategic planning process timetable 2014/15</p> <p>The Annual Report 2012/13 (Annual Statement of Assurance) is developed.</p> <p>Consolidated Integrated Risk Management Planning (IRMP) / 2020 planning activities</p> <p>Audit and Performance Management Committee receives the quarterly performance monitoring report.</p>
July 2013	<p>Fire Authority</p> <ul style="list-style-type: none"> • Considers key issues arising from the final accounts • Approves budget carry forwards, reserves and provisions <p>The following activities commence in July and continue throughout the year:</p> <p>Officers review Directorate and Departmental Plans and revenue and capital budgets, together with financial plans with partner organisations.</p> <p>Service Management Team (SMT) receives monthly reports on capital and revenue spending / efficiencies (including pay guidelines) and progress on the Service Transformation Programme.</p> <p>Consolidated IRMP / 2020 planning activities</p> <p>The Risk Register is reviewed, together with the level and nature of, and potential calls on, reserves.</p> <p>Lead officers and the Partnership Scrutiny Group consider any partnership resource needs.</p> <p>Directorate heads review service pressures and capital programmes. Bids or project appraisals are developed and Public Value savings reviewed.</p>
September 2013	<p>Audit and Performance Management Committee</p> <ul style="list-style-type: none"> • Approves and signs the Annual Governance Statement 2012/13 and Improvement Plan 2013/14 for inclusion in the Final Accounts • Approves the 2012/13 Statement of Accounts • Approves the 2012/13 Annual Report (Annual Statement of Assurance) • Receives the quarterly performance monitoring report

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September 2013	<p>Fire Authority</p> <ul style="list-style-type: none"> • Receives a report, detailing proposed future budget strategy, and confirms assumptions to enable officers to begin financial planning for 2014/15 and later years • Approves the budget process, setting out the detailed issues, which it wishes officers to explore • Receives a report on the IRMP / 2020 consultation. The outcome of departmental impact assessments is reported for consideration.
November 2013	<p>Strategy and Resources Committee develops 2014/15 service and budget recommendations for the Fire Authority to consider, which include the following:</p> <ul style="list-style-type: none"> • Receives a report from officers on the budget: <ul style="list-style-type: none"> i Changes to the base budget, i.e. the net cost of delivering the policies and services currently approved; ii Pay and Prices contingency, i.e. the sum required to meet pay awards and price increases that are not currently known and budgeted; iii Service efficiencies; iv Service growth and savings (from the IRMP / 2020 / Public Value); v The cost, both capital and revenue, of new, and previously un-approved, capital projects, i.e. new starts scheduled from 2014/15 onwards; and vi Changes to reserves and balances. • Considers budget proposals for the 2014/15 consultation process with the public and stakeholders <p>Audit and Performance Management Committee</p> <ul style="list-style-type: none"> • Receives the quarterly performance monitoring report.
December 2013	<p>Fire Authority:</p> <ul style="list-style-type: none"> • Receives 2014/15 service and budget recommendations from the Strategy and Resources Committee (the Committee reports are appended as 'the Green Book') <p>Budget consultation</p> <p>The 2014/15 Service Plan is developed.</p>
January 2014	<p>Strategy and Resources Committee finalises budget recommendations.</p> <p>Budget consultation</p> <p>Officers refine and produce the draft 2014/15 Service Plan and performance measures.</p> <p>Officers develop Directorate / Departmental Plans.</p> <p>The outcome of the full IRMP / 2020 impact assessments and a decision on recommendations for proposals to be taken forward for full consultation</p>

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February 2014	<p>Fire Authority</p> <ul style="list-style-type: none"> • Sets the precept and approves the Medium Term Corporate Plan 2014/18 • Considers the draft 2014/15 Service Plan and performance measures <p>Agree IRMP / 2020 proposals for consultation</p> <p>Officers develop Directorate / Departmental Plans.</p>
March 2014	<p>Strategy and Resources Committee agrees performance measures and Service Plan 2014/15 for recommendation to the Fire Authority.</p> <p>Officers develop and refine Directorate / Departmental Plans.</p>
April 2014	<p>Fire Authority agrees performance measures.</p> <p>The Service Plan 2014/15 and supporting Directorate / Departmental plans come into effect.</p>

Note

The Strategic Risk and Planning Group will be convened throughout the year to consider IRMP / 2020 issues, prior to Strategy and Resources Committee and Fire Authority meetings.