

Fire Authority 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 260205 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

1 Purpose of Report

This report reviews progress against the Fire Authority's 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 Fire Authority 2013/14 Work Plan, as detailed at paragraph 4 of this report; and
- b) Approve the 2014/15 Work Plan (attached at the appendix to this report), subject to any amendments / comments they may wish to make.

3 Background

Since March 2009 the Fire Authority has approved an annual Work Plan. The Plan sets out, in a structured way, what its activities will be throughout the year, thus ensuring that its legal obligations and constitutional responsibilities are carried out in a timely manner, that no deadlines are missed and that, as far as possible, business is distributed fairly evenly between its five meetings.

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 or are on the agenda for this meeting of the Fire Authority, with the exception of the action listed on the following page.

Annual Report of the Audit and Performance Management Committee (due April 2014)

At the Chair's Briefing on 13 March 2014, the Chair, Vice-Chair and Leaders of the Opposition Groups agreed that Annual Reports for Committees could be dropped. The Fire Authority receives the minutes from every Committee meeting, which provide details of all of the issues considered. Annual Reports merely summarised this information and were, therefore, somewhat superfluous. In light of this, the Annual Report for the Audit and Performance Management Committee was not produced and neither will such reports for other Committees be produced in the future.

5 Proposed 2014/15 Work Plan

During the review of the 2013/14 Work Plan officers also considered what activities should be included in the 2014/15 Work Plan, taking into account any recent developments. Attached at the appendix to this report is a draft 2014/15 Work Plan, outlining all of the actions which, it is expected, the Fire Authority will need to carry out during the coming year.

The Fire Authority 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 Fire Authority as necessary, detailing those specific implications.

7 Legal Comment

The Fire Authority is not legally required to have in place a Work Plan. This is, however, considered to be good practice.

The decision to approve the Work Plan will not affect the discretion of the Authority 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 merely sets out the Fire Authority's work plan for the coming year. An Initial Impact Assessment is not, therefore, required.

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

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 Initial Equality Impact Assessment has not, therefore, been completed.



Again, it is possible 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 Fire Authority Work Plan 2014/15

11 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority Draft Work Plan 2014 to 2015

	Action	Who is responsible	Completion Date
1	Elect Chair and Appoint Vice-Chair	Fire Authority and Clerk	Annual Meeting July 2014
2	Allocate seats to political groups, appoint Members to Committees and outside bodies, and Member Champions	Fire Authority and Corporate Support Manager	Annual Meeting July 2014
3	Review all Committee terms of reference	Fire Authority and Corporate Support Manager	Annual Meeting July 2014
4	Review Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations 	Fire Authority and Corporate Support Manager	To stand adjourned from Annual Meeting July 2014 until September 2014 meeting
5	Review Scheme of Delegation to Officers	Fire Authority and Corporate Support Manager	To stand adjourned from Annual Meeting July 2014 until September 2014 meeting
6	Review and agree Member Role Descriptions (excluding those of Committee Chairs and Vice-Chairs and Member Champions)	Fire Authority and Corporate Support Manager	Annual Meeting July 2014
7	Receive outlook report on the Statement of Accounts 2013/14 and approve any virements arising	Fire Authority, Treasurer and Head of Finance	Annual Meeting July 2014

	Action	Who is responsible	Completion Date
8	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Head of Finance	Annual Meeting July 2014
9	Receive report on the 2020 Consolidated Strategic Planning process (incorporating and aligning the integrated strategic planning process, Public Value, Integrated Risk Management Process (IRMP) and scenario planning)	Fire Authority, Chief Fire Officer and Planning and Performance Manager	Annual Meeting July 2014
10	Receive report on the impact of the Public Value Plan, including an update on Public Value Initiatives for 2014/15	Fire Authority, Chief Fire Officer, and Assistant Chief Fire Officer – Service Delivery	Annual Meeting July 2014
11	Receive annual report on partnerships	Fire Authority and Risk Management Group	Annual Meeting July 2014
12	Receive the annual corporate risk management summary report	Fire Authority and Planning and Performance Manager	Annual Meeting July 2014

13	Approve any amendments to Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations and to the Scheme of Delegation to Officers	Fire Authority and Corporate Support Manager	September 2014, adjourned from July 2014
14	Receive recommendations from the Strategy and Resources Committee and approve a financial planning strategy for 2014/15	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	September 2014
15	Receive a report on the outcomes from the IRMP 2020 Phase 3 process	Fire Authority and Deputy Chief Fire Officer	September 2014

	Action	Who is responsible	Completion Date
16	Approve any actions set out in report on financial performance (including the Annual Treasury Report 2013/14) and note any virements	Fire Authority, Treasurer and Head of Finance	September 2014
17	Receive Annual Report 2013/14 (Annual Statement of Assurance)	Fire Authority, Assistant Chief Fire Officer and Planning and Performance Manager	September 2014
18	Approve the Fire Authority's Code of Corporate Governance, following review by officers and the Audit and Performance Management Committee	Fire Authority, Treasurer and Corporate Support Manager	September 2014

19	Agree schedule of meetings for the following year	Fire Authority and Corporate Support Manager	December 2014
20	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Head of Finance	December 2014
21	Receive recommendations from the Strategy and Resources Committee and consider 2015/16 and later years' revenue and capital budgets	Fire Authority, Treasurer and Head of Finance	December 2014
22	Receive recommendations from the Strategy and Resources Committee and review: <ul style="list-style-type: none"> • Base budget plus committed change; • Pay and prices assumptions; • Efficiencies 2015/16 and forward budgets; • Service developments 2015/16; • Capital Programme 2015/116 to 2019/20; and • Provisions, reserves and funds 	Fire Authority and: <ul style="list-style-type: none"> • Treasurer and Head of Finance • Treasurer and Head of Finance • Treasurer and Head of Finance • Chief Fire Officer and Planning and Performance Manager • Treasurer and Head of Finance • Treasurer and Head of Finance 	December 2014

	Action	Who is responsible	Completion Date
23	Receive: <ul style="list-style-type: none"> • Update on Public Value planning and plans for grant cuts • Draft Strategic Integrated Risk Management Plan for 2015 - 2020 for final approval • Report on 2015/16 and Later Years' Budget Summary 	Fire Authority and <ul style="list-style-type: none"> • Chief Fire Officer • Deputy Chief Fire Officer • Treasurer and Head of Finance 	December 2014
24	Agree Members' Allowances Scheme for 2015/16	Fire Authority and Corporate Support Manager	December 2014

25	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Head of Finance	February 2015
26	Agree revenue budget and capital programme budget recommendations, including Prudential Guidelines and implications of Public Value / IRMP	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	February 2015
27	Agree a Minimum Revenue Provision Policy for 2015/16	Fire Authority, Treasurer and Head of Finance	February 2015
28	Agree the 2015/16 budget; Council Tax levels for 2015/16; and precepts on billing authorities	Fire Authority, Treasurer and Head of Finance	February 2015
29	Agree increases in charges made for special services following the annual review by officers	Fire Authority and Head of Finance	February 2015
30	Approve the outline contents of the Fire Authority's 2015/16 Service Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2015/16 and the final content and layout	Fire Authority and Assistant Chief Fire Officer	February 2015

	Action	Who is responsible	Completion Date
31	Review the Pay Policy Statement	Fire Authority and Assistant Chief Fire Officer	February 2015

32	Agree Fire Authority Work Plan 2015/16	Fire Authority and Corporate Support Manager	April 2015
33	Receive and endorse the final Service Plan 2015/16	Fire Authority, Assistant Chief Fire Officer and Planning and Performance Manager	Annual Meeting July 2014
34	Receive report on 2014/15 budget and agree any virements recommended by Committees	Fire Authority, Treasurer and Head of Finance	April 2015

35	Agree Medium Term Corporate Plan	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	Ongoing
36	Ensure provision of appropriate training for all Members	Chief Fire Officer and Assistant Chief Officer	Ongoing
37	Receive regular update reports on accommodation schemes	Head of Resources	Ongoing
38	Receive monitoring reports on Equality and Diversity, as appropriate	Fire Authority, Member Champion and Equality and Diversity Officer	Ongoing