

## Fire Authority 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 Fire Authority's 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 Fire Authority 2011 / 2012 Work Plan, as detailed at paragraph 4 of the report;; and
- b) Approve the 2012 / 2013 Work Plan (attached at the appendix to the report), subject to any amendments / comments they may wish to make.

#### 3 Background

Since March 2009 the Fire Authority has approved its annual Work Plans. The Plans set 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 the five meetings.

#### 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 two actions, namely receiving the Annual Reports of the Audit and Performance Management (A&PM) and Standards Committee in October and December 2011 respectively.

An A&PM Committee Annual Report was not brought to the Fire Authority as a result of an oversight. This occurred, in part, because an action to bring the draft Annual Report for comment by the Committee was not included in its 2010 /11 Work Plan. To rectify this officers have now included this action in the draft 2012 /13 Fire Authority Work Plan for July 2012 (with the draft to be taken to the A&PM Committee in June).

An Annual Report of the Standards Committee was not brought to the Fire Authority as only one meeting had taken place during 2011 (in November). The minutes from that November meeting were brought to the December meeting of the Fire Authority, when a discussion took place about the impact of the Localism Act and the way forward for the standards regime and an amended Protocol on Gifts and Hospitality was agreed. To have presented a separate Annual Report would, therefore, have been somewhat superfluous. This action has, however, now been included in the draft 2012 /13 Fire Authority Work Plan for September 2012.

It should also be noted that, as a result of changes in the Fire Authority meeting schedule during 2011 / 2012 to accommodate the approval of the Statement of Accounts, some activities were completed earlier or later than detailed on the Plan, although this has had no adverse effect on any aspect of the Authority's work.

## **5 Proposed 2012 / 2013 Work Plan**

During the review of the 2011 / 2012 Work Plan officers also considered what activities should be included in the 2012 / 2013 Work Plan, taking into account any recent developments. Attached at the 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 responsibility for undertaking the various 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 relevant officers, when required.

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 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 Fire Authority Work Plan 2012 / 2013

## **10 Background Papers**

There are no background papers associated with this report.

## Shropshire and Wrekin Fire and Rescue Authority DRAFT Work Plan 2012 to 2013

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Elect Chair and Appoint Vice-Chair	Fire Authority and Clerk	Annual Meeting July 2012
2	Allocate seats to political groups, appoint Members to Committees and outside bodies, and Member Champions	Fire Authority, Clerk and Corporate Services Manager	Annual Meeting July 2012
3	Review all Committee terms of reference	Fire Authority, Clerk and Corporate Services Manager	Annual Meeting July 2012
4	Review Standing Orders for: <ul style="list-style-type: none"> <li>• Regulation of Proceedings and Business</li> <li>• Contracts</li> <li>• Financial Regulations</li> </ul>	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2012 until September 2012 meeting
5	Review Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2012 until September 2012 meeting
6	Review and agree all Member Role Descriptions	Fire Authority, Corporate Services Manager and various officers	Annual Meeting July 2012
7	Receive Annual Report on the work of the Audit and Performance Management Committee	Chair of Audit and Performance Management Committee and Assistant Chief Fire Officer (CPO)	Annual Meeting July 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
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 2012
9	Agree recommendations on introduction of the 2020 Consolidated Strategic Planning process (to incorporate and align the integrated strategic planning process, Public Value, Integrated Risk Management Process (IRMP) and scenario planning)	Fire Authority, Chief Fire Officer, and Assistant Chief Fire Officer (CPO)	Annual Meeting July 2012
10	Receive report on the impact of the 2011/12 Public Value initiatives on the IRMP 2009/12 Plan and an update on Public Value Initiatives for 2012/13	Fire Authority, Chief Fire Officer, and Assistant Chief Fire Officer (CPO)	Annual Meeting July 2012
11	Receive annual report on partnerships	Fire Authority and Partnership Assessment Group	Annual Meeting July 2012
12	Receive the annual corporate risk management summary report	Fire Authority and Head of Planning, Performance and Risk	Annual Meeting July 2012
13	Receive and agree Annual Report / Assurance Statement 2011/12	Fire Authority and Head of Planning, Performance and Risk	Annual Meeting July 2012
14	Receive report and impact assessment on new Fire and Rescue National Framework 2012	Fire Authority, Chief Fire Officer and Assistant Chief Fire Officer (CPO)	Annual Meeting July 2012
15	Receive a progress report on the Shropshire and Wrekin Fire and Rescue Authority (SWFRA) and Hereford and Worcester Fire and Rescue Authority (HWFRA) Memorandum of Understanding	Fire Authority and Assistant Chief Fire Officer (CPO)	Annual Meeting July 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
16	Approve any amendments to Standing Orders for: <ul style="list-style-type: none"> <li>• Regulation of Proceedings and Business</li> <li>• Contracts</li> <li>• Financial Regulations</li> </ul>	Fire Authority, Clerk and Corporate Services Manager	September 2012, adjourned from July 2012
17	Approve any amendments to the Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	September 2012, adjourned from July 2012
18	Receive Annual Report on the work of the Standards Committee	Chair of Standards Committee, Corporate Services Manager and Monitoring Officer	September 2012
19	Receive recommendations from the Strategy and Resources Committee and approve a financial planning strategy for 2012/13	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	September 2012
20	Receive progress report on Public Value and 2020 Strategy	Fire Authority and Assistant Chief Fire Officer (CPO)	September 2012
21	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Head of Finance	September 2012
22	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 Services Manager	September 2012
23	Receive progress report on the SWFRA and HWFRA Memorandum of Understanding	Fire Authority and Assistant Chief Fire Officer (CPO)	September 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
24	Receive report on proposals for Operational Performance Assessment 2012 undertaken in collaboration with HWFRA	Fire Authority and Assistant Chief Fire Officer (CPO)	September 2012
25	Agree schedule of meetings	Fire Authority and Corporate Services Manager	December 2012
26	Approve any actions set out in report on financial performance and note any variations	Fire Authority, Treasurer and Head of Finance	December 2012
27	Receive recommendations from the Strategy and Resources Committee and consider 2013/14 and later years' revenue and capital budgets	Fire Authority, Treasurer and Head of Finance	December 2012
28	<p>Receive recommendations from the Strategy and Resources Committee and review:</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> </ul>	<p>Fire Authority 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 Head of Planning, Performance and Risk</li> <li>• Treasurer</li> <li>• Treasurer</li> </ul>	December 2012

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
29	Receive: <ul style="list-style-type: none"> <li>• Update on Public Value planning and plans for grant cuts</li> <li>• Summary progress report on 2020 Strategy</li> <li>• Report on 2013/14 and Later Years' Budget Summary</li> </ul>	Fire Authority and <ul style="list-style-type: none"> <li>• Chief Fire Officer</li> <li>• Assistant Chief Fire Officer (CPO)</li> <li>• Treasurer</li> </ul>	December 2012
30	Receive report on aerial ladder platform (ALP) project pilot scheme	Fire Authority and Deputy Chief Fire Officer	December 2012
31	Agree Members' Allowances Scheme for 2013/14	Fire Authority and Corporate Services Manager	December 2012
32	Receive report of key findings and Action Plan arising from Operational Performance Assessment	Fire Authority and Assistant Chief Fire Officer (CPO)	December 2012
33	Receive progress report on the SWFRA and HWFRA Memorandum of Understanding	Fire Authority and Assistant Chief Fire Officer (CPO)	December 2012
34	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Head of Finance	February 2013
35	Agree revenue budget and capital programme budget recommendations, including implications of Public Value / IRMP 5-year Plan and note the outcome of the consultation process	Fire Authority, Chief Fire Officer and Treasurer	February 2013



	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
36	Agree a Minimum Revenue Provision Policy for 2013/14	Fire Authority and Treasurer	February 2013
37	Agree the 2013/14 budget; Council Tax levels for 2013/14; and precepts on billing authorities	Fire Authority and Treasurer	February 2013
38	Agree increases in charges made for special services following the annual review by officers	Fire Authority and Head of Finance	February 2013
39	Approve the outline contents of the Fire Authority's 2013/14 Corporate Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2013/14 and the final content and layout	Fire Authority and Assistant Chief Fire Officer (CPO)	February 2013
40	Receive Annual Report on the work of the Human Resources Committee	Chair of Human Resources Committee and Assistant Chief Fire Officer (HR)	February 2013
41	Receive progress report on the SWFRA and HWFRA Memorandum of Understanding	Fire Authority and Assistant Chief Fire Officer (CPO)	February 2013
42	Agree Fire Authority Work Plan 2013/14	Fire Authority and Corporate Services Manager	April 2013
43	Receive report on outlook for 2012/13 final accounts and 2012/13 budget and agree any virements recommended by Committees	Fire Authority and Treasurer	April 2013

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
44	Receive Annual Report on the work of the Strategy and Resources Committee	Chair of Strategy and Resources Committee, Head of Finance and Corporate Services Manager	April 2013
45	Receive progress report on the SWFRA and HWFRA Memorandum of Understanding	Fire Authority and Assistant Chief Fire Officer (CPO)	April 2013

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	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
46	Formally approve the Audit Commission's / its successor's Annual Audit and Inspection Letter	Fire Authority and Audit Commission / its successor	As required by the Audit Commission / its successor
47	Agree Medium Term Corporate Plan	Fire Authority, Chief Fire Officer and Treasurer	Ongoing
48	Ensure provision of appropriate training for all Members	Chief Fire Officer, Assistant Chief Officer (HR), Treasurer and external agencies	Ongoing
49	Receive regular update reports on accommodation schemes	Head of Resources	Ongoing
50	Receive regular update reports on changes to national / local performance measures	Assistant Chief Fire Officer (CPO)	Ongoing
51	Receive monitoring reports on Equality and Diversity, as appropriate	Fire Authority, Member Champion and Equality and Diversity Officer	Ongoing