

Fire Authority Work Plan 2011-12

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260201 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report reviews progress against the Fire Authority's 2010 / 2011 Work Plan and puts forward a 2011 / 2012 Work Plan for consideration and approval by Members.

2 Recommendations

Members are asked to:

- a) Note progress made against the Fire Authority 2010 / 2011 Work Plan (attached at Appendix A); and
- b) Approve the 2011 / 2012 Work Plan (attached at Appendix B), 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 would be carried out in a timely manner, that no deadlines would be missed and that, as far as possible, business would be distributed fairly evenly between the six meetings.

4 Review of 2010 / 2011 Work Plan

Officers have carried out a review of the 2010 / 2011 Work Plan and attached at Appendix A to this report is a copy of the Plan, showing in the 'Completion Date' column (in bold italics) the progress made against each action listed.

There are two date-specific actions that have not been completed. One relates to induction training for new Members and the other to the Annual Report of the Human Resources Committee. Officers will ensure that these outstanding actions are completed at forthcoming meetings.

5 Proposed 2011 / 2012 Work Plan

During the review of the 2010 / 2011 Work Plan officers also considered what activities should be included in the 2011 / 2012 Work Plan, taking into account any recent developments. Attached at Appendix B to this report is a draft 2010 / 2011 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year.

It should be noted that subject to the decisions made at Item 11 on this agenda regarding the approval of the Statement of Accounts 2010/11, it may be necessary for Officers to review and amend the Fire Authority meetings scheduled for 2011/12.

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, Principal Accountant, 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 Appendices

Appendix A

Progress against Fire Authority Work Plan 2010 / 2011

Appendix B

Proposed Fire Authority Work Plan 2011 / 2012

10 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority Progress against Work Plan May 2010 to April 2011

	Action	Who is responsible	Date
1	Approve and sign the Statement of Accounts 2009/10	Fire Authority Individual statements to be signed by the Chair and Treasurer	June 2010 Completed June 2010 (Item 8)
2	Approve and sign the Annual Governance Statement 2009/10 and Improvement Plan 2010/11 for inclusion in the Statement of Accounts	Fire Authority and Head of Operations and Risk Statement to be signed by the Chair, Chief Fire Officer and Treasurer	June 2010 Completed June 2010 (Item 9)
3	Receive and agree Annual Report 2009/10	Fire Authority, Chief Fire Officer, Assistant Chief Fire Officer (CPO) and Programme Manager	June 2010 Completed June 2010 (Item 11)
4	Agree induction training for new Members	Fire Authority and Assistant Chief Fire Officer (HR)	June 2010
5	Elect Chair and Appoint Vice-Chair	Fire Authority and Clerk	Annual Meeting July 2010 Completed July 2010 (Items 1 & 2)
6	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 2010 Completed July 2010 (Items 8a & 8b)

	Action	Who is responsible	Completion Date
7	Review all Committee terms of reference	Fire Authority, Clerk and Corporate Services Manager	Annual Meeting July 2010 Completed July 2010 (Item 8b)
8	Review Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations 	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2010 until October 2010 meeting Brought to July 2010 meeting and adjourned to November 2010 (item 8d)
9	Review Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2010 until October 2010 meeting Brought to July 2010 meeting and adjourned to November 2010 (item 8d)
10	Review and agree all Member Role Descriptions	Fire Authority, Corporate Services Manager and various officers	Annual Meeting July 2010 Completed July 2010 (Item 8c)
11	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	Annual Meeting July 2010 Completed July 2010
12	Approve Annual Efficiency Statements: Backward Looking and Forward Looking	Fire Authority, Treasurer and Principal Accountant	Annual Meeting July 2010 Completed June 2010 (Item 8)

	Action	Who is responsible	Completion Date
13	Agree recommendations on amendments to the integrated strategic planning process to incorporate Public Value	Fire Authority, Chief Fire Officer, Assistant Chief Fire Officer (CPO) and Programme Manager	Annual Meeting July 2010 Completed July 2010 (Item 12)
14	Agree Medium Term Financial Plan	Fire Authority, Chief Fire Officer and Treasurer	Annual Meeting July 2010 Completed June 2010 (Item 10)
15	Receive report on Integrated Risk Management Planning and agree any actions	Fire Authority and Head of Operations and Risk	Annual Meeting July 2010 Report taken to April 2010 meeting (Item 11)
16	Receive annual report on partnerships	Fire Authority and Partnership Assessment Group	Annual Meeting July 2010 Completed July 2010 (Item 14)
17	Receive the annual corporate risk management summary report	Fire Authority and Head of Operations and Risk	Annual Meeting July 2010 Completed July 2010 (Item 15)
18	Agree schedule of meetings	Fire Authority and Corporate Services Manager	Annual Meeting July 2010 Completed November 2010 (Item 10b)
19	Approve any amendments to Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations 	Fire Authority, Clerk and Corporate Services Manager	October 2010, adjourned from July 2010 Completed November 2010 (Item 10a)

	Action	Who is responsible	Completion Date
20	Approve any amendments to the Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	October 2010, adjourned from July 2010 Completed November 2010 (Item 10a)
21	Receive recommendations from the Strategy and Resources Committee and approve a financial planning strategy for 2011/12	Fire Authority and Treasurer	October 2010 Completed November 2010 (Item 7)
22	Receive progress report on Public Value and IRMP proposals	Assistant Chief Fire officer (CPO)	Completed November 2010 (Item 16)
23	Approve any actions set out in report on financial performance and note any variations	Fire Authority, Treasurer and Principal Accountant	October 2010 Completed November 2010 (Item 7)
24	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	October 2010 Completed November 2010 (Item 12)
25	Review and re-affirm the Fire Authority's Anti-Fraud and corruption Policy	Fire Authority and Principal Accountant	October 2010 Completed November 2010 (Item 13)
26	Receive Annual Report on the work of the Audit and Performance Management Committee	Chair of Audit and Performance Management Committee, Treasurer, Head of Operations and Risk, Corporate Services Manager and Programme Manager	October 2010 Completed November 2010 (Item 14)

	Action	Who is responsible	Completion Date
27	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	December 2010 Completed December 2010 (Item 5)
28	Receive recommendations from the Strategy and Resources Committee and consider 2010/11 and later years' revenue and capital budgets	Fire Authority, Treasurer and Principal Accountant	December 2010 Completed December 2010 (Items 5 & 8)
29	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 2011/12 and forward budgets; • Service developments 2011/12; • Capital Programme 2011/12 to 2015/16; and • Provisions, reserves and funds 	Fire Authority and: <ul style="list-style-type: none"> • Treasurer and Principal Accountant • Treasurer • Treasurer • Chief Fire Officer and Programme Manager • Treasurer • Treasurer 	December 2010 Completed December 2010 (Item 8)
30	Receive:: <ul style="list-style-type: none"> • Presentation on 'what if' scenarios • Summary report on Public Value / IRMP consultation results • Report on 2011/12 and Later Years' Budget Summary 	<ul style="list-style-type: none"> • Chief Fire Officer • Strategic Risk and Planning Members' Working Group and Head of Operations and Risk • Treasurer 	December 2010 Completed December 2010 (Item 8)

	Action	Who is responsible	Completion Date
31	Receive Annual Report on the work of the Standards Committee	Chair of Standards Committee and Monitoring Officer	December 2010 Completed December 2010 (Item 7)
32	Agree Members' Allowances Scheme for 2011/12	Fire Authority and Corporate Services Manager	December 2010 Completed December 2010 (Item 9)
33	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	February 2011 Completed February 2011 (Item 5)
34	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 2011 Completed February 2011 (Item 9)
35	Agree a Minimum Revenue Provision Policy for 2011/12	Fire Authority and Treasurer	February 2011 Completed February 2011 (Item 5 – Strategy and Resources Committee minutes)
36	Agree the 2011/12 budget; Council Tax levels for 2011/12; and precepts on billing authorities	Fire Authority and Treasurer	February 2011 Completed February 2011 (Item 10)

	Action	Who is responsible	Completion Date
37	Agree increases in charges made for special services following the annual review by officers	Fire Authority and Principal Accountant	February 2011 Completed February 2011 (Item 11)
38	Approve the outline contents of the Fire Authority's 2011/12 Corporate Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2011/12 and the final content and layout	Fire Authority and Assistant Chief Fire Officer (CPO)	February 2011 Completed February 2011 (Item 9)
39	Receive Annual Report on the work of the Human Resources Committee	Chair of Human Resources Committee and Assistant Chief Fire Officer (CPO)	February 2011
40	Agree Fire Authority Work Plan 2011/12	Fire Authority and Corporate Services Manager	April 2011 On April 2011 agenda (Item 9)
41	Receive report on outlook for 2010/11 final accounts and 2010/11 budget and agree any virements recommended by Committees	Fire Authority and Treasurer	April 2011 On April 2011 agenda (Item 5)
42	Receive Annual Report on the work of the Strategy and Resources Committee	Chair of Strategy and Resources Committee, Chief Fire Officer, Treasurer and Corporate Services Manager	April 2011 On April 2011 agenda (Item 7)

	Action	Who is responsible	Completion Date
43	Formally approve the Audit Commission's Annual Audit and Inspection Letter	Fire Authority and Audit Commission	As required by the Audit Commission Annual Governance Report received by Audit and Performance Management Committee and Letter of Representation signed by the Chair, Chief Fire Officer and Treasurer (under delegated authority)
44	Ensure provision of appropriate training for all Members	Chief Fire Officer, Assistant Chief Officer (HR), Treasurer and external agencies	Ongoing Various sessions arranged throughout 2010/11
45	Receive regular update reports on accommodation schemes	Head of Resources	Ongoing
46	Receive regular update reports on the Regional Control Centre and mobilising system	Assistant Chief Fire Officer (CPO)	Ongoing June 2010 November 2010 December 2010 February 2011
47	Receive regular update reports on Comprehensive Area Assessment and Public Value / IRMP	Assistant Chief Fire Officer (CPO)	Ongoing June 2010 (Item 14 - Report on abolishment of Comprehensive Area Assessment) July 2010 November 2010

	Action	Who is responsible	Completion Date
48	Receive regular update reports on / minutes from WMRMB	Assistant Chief Fire Officer (CPO) and Corporate Services Manager	Ongoing November 2010 (Item 9 – Dissolution of West Midlands Regional Management Board)
49	Receive regular monitoring reports on Equality and Diversity, including the Equality Standard for Local Government	Fire Authority, Member Champion and Equality and Diversity Officer	Ongoing Monitoring done through Human Resources and Audit and Performance Management Committees

Shropshire and Wrekin Fire and Rescue Authority Work Plan May 2011 to April 2012

	Action	Who is responsible	Date
1	Approve and sign the Statement of Accounts 2010/11	Fire Authority Individual statements to be signed by the Chair and Treasurer	June 2011
2	Approve and sign the Annual Governance Statement 2010/11 and Improvement Plan 2011/12 for inclusion in the Statement of Accounts	Fire Authority and Head of Operations and Risk Statement to be signed by the Chair, Chief Fire Officer and Treasurer	June 2011
3	Receive and agree Annual Report 2010/11	Fire Authority, Chief Fire Officer, Assistant Chief Fire Officer (CPO) and Programme Manager	June 2011
4	Agree induction training for new Members	Fire Authority and Assistant Chief Fire Officer (HR)	June 2011
5	Consider Treasurer Services	Fire Authority and Chief Fire Officer	June 2011
6	Consider Fire Futures Report	Fire Authority and Chief Fire Officer	June 2011
7	Elect Chair and Appoint Vice-Chair	Fire Authority and Clerk	Annual Meeting July 2011

	Action	Who is responsible	Completion Date
8	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 2011
9	Review all Committee terms of reference	Fire Authority, Clerk and Corporate Services Manager	Annual Meeting July 2011
10	Review Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations 	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2011 until October 2011 meeting
11	Review Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2011 until October 2011 meeting
12	Review and agree all Member Role Descriptions	Fire Authority, Corporate Services Manager and various officers	Annual Meeting July 2011
13	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	Annual Meeting July 2011
14	Agree recommendations on amendments to the integrated strategic planning process to incorporate Public Value	Fire Authority, Chief Fire Officer, Assistant Chief Fire Officer (CPO) and Programme Manager	Annual Meeting July 2011

	Action	Who is responsible	Completion Date
15	Receive report on Integrated Risk Management Planning / Public Value and agree any actions	Fire Authority and Head of Operations and Risk	Annual Meeting July 2011
16	Receive annual report on partnerships	Fire Authority and Partnership Assessment Group	Annual Meeting July 2011
17	Receive the annual corporate risk management summary report	Fire Authority and Head of Operations and Risk	Annual Meeting July 2011
18	Agree schedule of meetings	Fire Authority and Corporate Services Manager	Annual Meeting July 2011
19	Approve any amendments to Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations 	Fire Authority, Clerk and Corporate Services Manager	October 2011, adjourned from July 2011
20	Approve any amendments to the Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	October 2011, adjourned from July 2011
21	Receive recommendations from the Strategy and Resources Committee and approve a financial planning strategy for 2012/13	Fire Authority and Treasurer	October 2011
22	Receive progress report on Public Value and IRMP proposals	Assistant Chief Fire officer (CPO)	October 2011

	Action	Who is responsible	Completion Date
23	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	October 2011
24	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	October 2011
25	Review and re-affirm the Fire Authority's Anti-Fraud and corruption Policy	Fire Authority and Principal Accountant	October 2011
26	Receive Annual Report on the work of the Audit and Performance Management Committee	Chair of Audit and Performance Management Committee, Treasurer, Head of Operations and Risk, Corporate Services Manager and Programme Manager	October 2011
27	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	December 2011
28	Receive recommendations from the Strategy and Resources Committee and consider 2011/12 and later years' revenue and capital budgets	Fire Authority, Treasurer and Principal Accountant	December 2011

	Action	Who is responsible	Completion Date
29	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 2012/13 and forward budgets; • Service developments 2012/13; • Capital Programme 2012/13 to 2016/17; and • Provisions, reserves and funds 	Fire Authority and: <ul style="list-style-type: none"> • Treasurer and Principal Accountant • Treasurer • Treasurer • Chief Fire Officer and Programme Manager • Treasurer • Treasurer 	December 2011
30	Receive: <ul style="list-style-type: none"> • Update on Public Value planning and plans for grant cuts • Summary report on Public Value / IRMP consultation results • Report on 2012/13 and Later Years' Budget Summary 	<ul style="list-style-type: none"> • Chief Fire Officer • Strategic Risk and Planning Members' Working Group and Head of Operations and Risk • Treasurer 	December 2011
31	Receive Annual Report on the work of the Standards Committee	Chair of Standards Committee and Monitoring Officer	December 2011
32	Agree Members' Allowances Scheme for 2012/13	Fire Authority and Corporate Services Manager	December 2011

	Action	Who is responsible	Completion Date
33	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	February 2012
34	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 2012
35	Agree a Minimum Revenue Provision Policy for 2012/13	Fire Authority and Treasurer	February 2012
36	Agree the 2012/13 budget; Council Tax levels for 2012/13; and precepts on billing authorities	Fire Authority and Treasurer	February 2012
37	Agree increases in charges made for special services following the annual review by officers	Fire Authority and Principal Accountant	February 2012
38	Approve the outline contents of the Fire Authority's 2012/13 Corporate Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2012/13 and the final content and layout	Fire Authority and Assistant Chief Fire Officer (CPO)	February 2012

	Action	Who is responsible	Completion Date
39	Receive Annual Report on the work of the Human Resources Committee	Chair of Human Resources Committee and Assistant Chief Fire Officer (CPO)	February 2012
40	Agree Fire Authority Work Plan 2012/13	Fire Authority and Corporate Services Manager	April 2012
41	Receive report on outlook for 2011/12 final accounts and 2011/12 budget and agree any variations recommended by Committees	Fire Authority and Treasurer	April 2012
42	Receive Annual Report on the work of the Strategy and Resources Committee	Chair of Strategy and Resources Committee, Chief Fire Officer, Treasurer and Corporate Services Manager	April 2012
43	Formally approve the Audit Commission's Annual Audit and Inspection Letter	Fire Authority and Audit Commission	As required by the Audit Commission
44	Agree Medium Term Corporate Plan	Fire Authority, Chief Fire Officer and Treasurer	Ongoing
45	Ensure provision of appropriate training for all Members	Chief Fire Officer, Assistant Chief Officer (HR), Treasurer and external agencies	Ongoing
46	Receive regular update reports on accommodation schemes	Head of Resources	Ongoing

	Action	Who is responsible	Completion Date
47	Receive regular update reports on changes to national / local performance measures	Assistant Chief Fire Officer (CPO)	Ongoing
48	Receive monitoring reports on Equality and Diversity, as appropriate	Fire Authority, Member Champion and Equality and Diversity Officer	Ongoing

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