

Fire Authority Work Plan 2013/14

Report of the Chief Fire Officer

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1 Purpose of Report

This report reviews progress against the Fire Authority's 2012/13 Work Plan and puts forward a 2013/14 Work Plan for consideration and approval by Members. It also asks the Fire Authority to consider delegating powers to its Committees to approve various documents.

2 Recommendations

Members are asked to:

- a) Note progress made against the Fire Authority 2012/13 Work Plan, as detailed at paragraph 4 of this report;
- b) Approve the 2013/14 Work Plan (attached at the appendix to this report), subject to any amendments / comments they may wish to make;
- c) Consider and decide whether powers should be delegated to its Committees to approve various documents.

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 2012/13 Work Plan

Having carried out a review of the 2012/13 Work Plan, officers can confirm that all activities listed in the Plan have been carried out, with the exception of the actions listed below.

Annual Report of the Audit and Performance Management Committee (due July 2012)

This item appears on the agenda for this meeting of the Fire Authority.

Annual Report of the Standards Committee (due September 2012)

During 2012 the Committee met only once, in January 2012. The minutes and several papers from that meeting were brought to the Fire Authority's meeting in February 2012, when a number of recommendations were agreed. In addition, the Fire Authority received a detailed report on the appointment of the Independent Person at its September meeting. To have presented a separate Annual Report would, therefore, have been somewhat superfluous.

Progress report on the Fire Control Room project (to each meeting)

Members received progress reports at the meetings of the Fire Authority in July 2012 and February 2013. There is also a report to be considered at this meeting of the Authority. Papers were not, however, brought to the September or December 2012 meetings, as there were no significant developments to report during that period.

Report on outlook for 2012/13 final accounts (due April 2013)

As your officers are still working on the closedown of the 2012/13 final accounts, they are not yet in a position to provide an outlook. This will be brought to the Annual Meeting of the Fire Authority in July.

5 Proposed 2013/14 Work Plan

During the review of the 2012/13 Work Plan officers also considered what activities should be included in the 2013/14 Work Plan, taking into account any recent developments. Attached at the appendix to this report is a draft 2013/14 Work Plan, outlining all of the actions which, it is expected, the Fire Authority will need to carry out during the coming year.

The responsibility for undertaking the various actions varies but includes the Fire Authority, the Chief Fire Officer, Assistant Chief Fire Officers, Treasurer, Head of Finance, Corporate Services Manager 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 Delegation to Committees

Historically, the Fire Authority has received and agreed recommendations from its Committees regarding the following:

- Role Descriptions for their Chairs and Vice-Chairs and for Member Champions
- Role Description and Skills and Competencies for the Independent Person
- Anti-Fraud, Bribery and Corruption Strategy
- Whistleblowing Policy
- Protocol on Gifts and Hospitality
- Protocol on Member / Officer Relations

Although these documents are considered in detail by the Committees, they do not currently have the power to approve them. It is, therefore, necessary to bring them to the Fire Authority. As will be seen with this meeting, this can double the size of the agenda and also results in significant duplication of paperwork. This in turn adds to the cost of meetings and the burden placed upon Members. In light of this Members are asked to consider whether they wish to delegate power to Committees to deal with some or all of these matters. Those delegated to Committees would then be removed from the Fire Authority's Work Plan.

Officers appreciate that it would still be necessary to bring certain matters to the attention of all Members, such as changes in any of the strategies or protocols referred to above. This could, however, be done through the simpler and cheaper means of the Members' email alert system.

7 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.

Delegation to Committees to approve certain matters would result in less photocopying, paperwork and postage and thereby slightly reduce the cost of meetings.

8 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.

The Fire Authority may delegate powers to its various committees to approve the documents referred to in section 6 above.

9 Risk Monitoring

When writing this report officers have reviewed Brigade Order 3 Part 2 Risk Management Protocol and have determined that there are no risk implications associated with it.

10 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.

11 Appendix

Proposed Fire Authority Work Plan 2013/14

12 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority Draft Work Plan 2013 to 2014

	Action	Who is responsible	Completion Date
1	Elect Chair and Appoint Vice-Chair	Fire Authority and Clerk	Annual Meeting July 2013
2	Allocate seats to political groups, appoint Members to Committees and outside bodies, and Member Champions	Fire Authority and Corporate Services Manager	Annual Meeting July 2013
3	Review all Committee terms of reference	Fire Authority and Corporate Services Manager	Annual Meeting July 2013
4	Review Standing Orders for: <ul style="list-style-type: none"> • Regulation of Proceedings and Business • Contracts • Financial Regulations 	Fire Authority and Corporate Services Manager	To stand adjourned from Annual Meeting July 2013 until September 2013 meeting
5	Review Scheme of Delegation to Officers	Fire Authority and Corporate Services Manager	To stand adjourned from Annual Meeting July 2013 until September 2013 meeting
6	Review and agree Member Role Descriptions	Fire Authority and Corporate Services Manager	Annual Meeting July 2013
7	Receive outlook report on the Statement of Accounts 2012/13 and approve any virements arising	Fire Authority, Treasurer and Head of Finance	Annual Meeting July 2013

	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 2013
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 Assistant Chief Fire Officer	Annual Meeting July 2013
10	Receive report on the impact of the 2012/13 Public Value initiatives on the IRMP 2010/13 Plan and an update on Public Value Initiatives for 2013/14	Fire Authority, Chief Fire Officer, and Assistant Chief Fire Officer	Annual Meeting July 2013
11	Receive report on the Service Plan 2013/14	Fire Authority and Assistant Chief Fire Officer	Annual Meeting July 2013
12	Receive annual report on partnerships	Fire Authority and Partnership Scrutiny Group	Annual Meeting July 2013
13	Receive the annual corporate risk management summary report	Fire Authority and Planning and Performance Manager	Annual Meeting July 2013
14	Receive and agree Service Plan 2013/14	Fire Authority, Assistant Chief Fire Officer and Planning and Performance Manager	Annual Meeting July 2013
15	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 Services Manager	September 2013, adjourned from July 2013

	Action	Who is responsible	Completion Date
16	Receive recommendations from the Strategy and Resources Committee and approve a financial planning strategy for 2013/14	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	September 2013
17	Receive progress report on Public Value and 2020 Strategy	Fire Authority and Assistant Chief Fire Officer	September 2013
18	Approve any actions set out in report on financial performance (including the Annual Treasury Report 2012/13) and note any virements	Fire Authority, Treasurer and Head of Finance	September 2013
19	Receive Annual Report 2012/13 (Annual Statement of Assurance)	Fire Authority, Assistant Chief Fire Officer and Planning and Performance Manager	September 2013
20	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 2013
21	Agree schedule of meetings for the following year	Fire Authority and Corporate Services Manager	December 2013
22	Receive Annual Report on the work of the Standards Committee	Chair of Standards Committee, Corporate Services Manager and Monitoring Officer	December 2013
23	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Head of Finance	December 2013
24	Receive recommendations from the Strategy and Resources Committee and consider 2014/15 and later years' revenue and capital budgets	Fire Authority, Treasurer and Head of Finance	December 2013

	Action	Who is responsible	Completion Date
25	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 2014/15 and forward budgets; • Service developments 2014/15; • Capital Programme 2014/15 to 2018/19; 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 2013
26	Receive: <ul style="list-style-type: none"> • Update on Public Value planning and plans for grant cuts • Draft Strategic Integrated Risk Management Plan for 2014 - 2020 for approval for appropriate consultation, including changes to Service, required to meet cuts • Summary progress report on 2020 Strategy • Report on 2014/15 and Later Years' Budget Summary 	Fire Authority and <ul style="list-style-type: none"> • Chief Fire Officer • Head of Operations • Assistant Chief Fire Officer • Treasurer and Head of Finance 	December 2013
27	Agree Members' Allowances Scheme for 2014/15	Fire Authority and Corporate Services Manager	December 2013
28	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Head of Finance	February 2014
29	Agree revenue budget and capital programme budget recommendations, including Prudential Guidelines and implications of Public Value / IRMP and note the outcome of the consultation process	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	February 2014

	Action	Who is responsible	Completion Date
30	Agree a Minimum Revenue Provision Policy for 2014/15	Fire Authority, Treasurer and Head of Finance	February 2014
31	Agree the 2014/15 budget; Council Tax levels for 2014/15; and precepts on billing authorities	Fire Authority, Treasurer and Head of Finance	February 2014
32	Agree increases in charges made for special services following the annual review by officers	Fire Authority and Head of Finance	February 2014
33	Approve the outline contents of the Fire Authority's 2014/15 Service Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2014/15 and the final content and layout	Fire Authority and Assistant Chief Fire Officer	February 2014
34	Receive Annual Report on the work of the Human Resources Committee	Chair of Human Resources Committee and Assistant Chief Fire Officer	February 2014
35	Review the Pay Policy Statement	Fire Authority and Assistant Chief Fire Officer	February 2014

36	Agree Fire Authority Work Plan 2014/15	Fire Authority and Corporate Services Manager	April 2014
37	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 2014
38	Receive Annual report on the work of the Audit and Performance Management Committee	Chair of Audit and Performance Management Committee, Head of Finance and Corporate Services Manager	April 2014

	Action	Who is responsible	Completion Date
39	Receive report on 2013/14 budget and agree any virements recommended by Committees	Fire Authority, Treasurer and Head of Finance	April 2014
40	Receive a report on the use of balances and reserves to secure resilience and efficiency	Fire Authority, Treasurer and Head of Finance	April 2014

41	Formally approve External Audit's Annual Audit and Inspection Letter	Fire Authority and External Audit	As required by External Audit
42	Agree Medium Term Corporate Plan	Fire Authority, Chief Fire Officer, Treasurer and Head of Finance	Ongoing
43	Ensure provision of appropriate training for all Members	Chief Fire Officer and Assistant Chief Officer (HR)	Ongoing
44	Receive regular update reports on accommodation schemes	Head of Resources	Ongoing
45	Receive update reports on National Framework documents	Assistant Chief Fire Officer (CPO)	Ongoing
46	Receive monitoring reports on Equality and Diversity, as appropriate	Fire Authority, Member Champion and Equality and Diversity Officer	Ongoing