

## Strategic Planning Process Timetable 2014/15

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260201 or Ged Edwards, Planning and Performance Manager on 01743 260208.

### 1 Purpose of Report

This report outlines how the Service will continue to align service, financial and improvement planning, the result of which will culminate in the 2014/15 budget, Medium Term Corporate Plan 2014/19 and the publication, in April 2014, of the 2014/15 annual, one-year Service Plan.

### 2 Recommendations

The Fire Authority is asked to note the contents of the report and agree the timetable set out in the appendix.

### 3 Background

The strategic planning process is built around a number of dependencies and milestones, which overlap into three key areas: service, financial and improvement planning.

Following a review of service planning by officers during 2007/08 an integrated strategic planning process was developed in order to demonstrate a more joined-up approach to the whole issue of planning.

This process has continued in subsequent years and changes have been made to include the introduction of Public Value and the establishment of the Strategic Risk and Planning Group (StRaP). This year will also include 2020 long-term planning activities and the requirement to produce an Annual Statement of Assurance.

#### **4 Strategic Planning Process**

The timetable at the appendix sets out the activities, which will be undertaken by officers over the coming months, and outlines the reports to be presented to Members for approval. This year's planning process timetable also includes the new requirement to produce an Annual Statement of Assurance. This will be presented to the Audit and Performance Management Committee in September.

#### **5 Financial Implications**

There are no direct financial implications associated with this report.

#### **6 Legal Comment**

There are no legal implications associated with this report.

#### **7 Initial Impact Assessment**

An Initial Impact Assessment has been completed

#### **8 Appendix**

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#### **9 Background Papers**

There are no background papers associated with this report.

## Strategic Planning Process Timetable 2014/15

Month	Activity
<b>June 2013</b>	<p><b>Strategy and Resources Committee</b> 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><b>Audit and Performance Management Committee</b> receives the quarterly performance monitoring report.</p>
<b>July 2013</b>	<p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Considers key issues arising from the final accounts</li> <li>• Approves budget carry forwards, reserves and provisions</li> </ul> <p><b>The following activities commence in July and continue throughout the year:</b></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>
<b>September 2013</b>	<p><b>Audit and Performance Management Committee</b></p> <ul style="list-style-type: none"> <li>• Approves and signs the Annual Governance Statement 2012/13 and Improvement Plan 2013/14 for inclusion in the Final Accounts</li> <li>• Approves the 2012/13 Statement of Accounts</li> <li>• Approves the 2012/13 Annual Report (Annual Statement of Assurance)</li> <li>• Receives the quarterly performance monitoring report</li> </ul>

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

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