

Fire Authority Corporate Plan 2009/10

Report of the Chief Fire Officer

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260225 or Steve Worrall, Assistant Chief Fire Officer, on 01743 260204.

1 Purpose of Report

To seek Member approval of the proposed contents and layout of the Fire Authority's Corporate Plan 2009/10.

2 Recommendations

The Committee is requested to agree the contents and proposed layout of the Corporate Plan, as set out in this report.

3 Background

In 2008, following the enactment of the Local Government and Public Involvement in Health Act 2007 (and subsequent changes to Best Value legislation), the Fire Authority's statutory duty to produce an annual best value performance plan was removed.

However, in pursuance of delivering a community focused service, the Fire Authority at its July 2008 meeting endorsed, as part of its integrated strategic planning process, the continued preparation and publication of an annual Corporate Plan and supporting Annual Report.

4 Corporate Plan

Officers, at a series of structured strategic planning workshops held between October and December 2008, have considered and reviewed the existing the Corporate Plan's core values, strategic aims and objectives of the Fire Authority.

Following these workshops it was felt that the existing core values, aims and objectives are valid, are fit for purpose and should remain unchanged. However, the successful delivery of the Authority's overarching aims and objectives are, to a large degree, dependent upon officers addressing three key priority areas – **capacity**, **competence** and **communication** – with each priority area defined by three supplementary priorities/statements.

The new Corporate Plan, with its proposed improvement priorities for 2009/10, were considered and approved by the Fire Authority on 11 February 2009 (at agenda item 12).

The Plan's layout has now been reviewed by a 'focus group', representative of all sections of the Service, and several design options considered. The preferred and recommended option is illustrated at Appendix A. The content of each element of the Plan is shown at Appendix B. A key recommendation from staff was the necessity to keep the plan 'simple' and 'uncluttered' in content. Consequently, the Plan is supplemented by five departmental / directorate business plans that incorporate more specific detail, including service objectives, performance targets and budgetary information etc.

The Plan will continue to be produced as a wall mounted poster (A1 size), branded in the Authority's corporate identity, which will be placed in prominent positions at all stations/departments. A web-based online version will also be available for external stakeholders. The web version will enable access to the supplementary departmental/directorate business plans.

5 Financial Implications

There is provision within existing budgets for production of the Plan.

6 Legal Comment

The Local Government and Public Involvement in Health Act 2007 removes the requirement for best value authorities to compile and publish an annual best value performance plan (BVPP). However, the Department for Communities and Local Government (CLG) sees the BVPP as the mechanism by which fire and rescue authorities (FRAs) publish, amongst other things, details of their outturn performance for the preceding year.

When commencing the relevant provisions of the 2007 Act, CLG sought to make savings provisions, which will retain the requirement for FRAs to compile a BVPP for a further year (i.e. by June 2008).

FRAs are also required to certify in their BVPPs that individual contracts entered into comply with best value requirements, including workforce requirements in the Code of Practice and the accompanying statutory guidance. As part of the final BVPP outturn report FRAs also be required to certify that individual contracts entered into comply with best value requirements, including workforce requirements in the Code of Practice.

The CLG, in March 2008, stated¹ that it will be for the discretion of FRAs as to how to publish or otherwise make available the information set out above, advising that FRAs should, however, ensure that it is available to relevant stakeholders, for instance employee representatives in the case of the compliance certification. FRAs should also continue to make available to their auditor the performance data.

These requirements will be met during 2009 through the publication of an Annual Report (similar to that published by the Fire Authority during 2008).

No further guidance (as of 18 February 2009) has been issued from CLG in respect of annual best value performance plans for 2009/10.

7 Equality Impact Assessment

An Initial Equality Impact Assessment has been completed and is attached to this report.

8 Appendices

Appendix A Corporate Plan 2009/10 – general layout

Appendix B Corporate Plan 2009/10 – contents

9 Background Papers

Shropshire and Wrekin Fire Authority:

11 February 2009, Report 7 – Fire Authority Corporate Plan 2009/10

22 January 2009, Report 7 – Fire Authority Improvement Priorities 2009/10

17 December 2008, Report 10 – Integrated Risk Management Planning, Members Working Group Update.

16 July 2008, Report 16 – Integrated Strategic Planning Process 2009/10

11 June 2008, Report 9 – Annual Report 2007/08

13 February 2008, Report 15 – Fire Authority Corporate Plan 2008/09

Department for Communities and Local Government:

Fire and Rescue Service Circular 09/2008. *Best Value Performance Plans for 2007/08*

Local Government and Public Involvement in Health Act 2007, available from:
http://www.opsi.gov.uk/acts/acts2007/ukpga_20070028_en_1

Creating Strong, Safe and Prosperous Communities, Statutory Guidance, available from:
<http://www.communities.gov.uk/documents/localgovernment/pdf/885397.pdf>

¹ CLG FRS Circular 09/2008. *Best Value Performance Plans for 2007/08*

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	*
Business Continuity Planning		Legal	
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment	*	Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial		Staff	
Fire Control/Fire Link		Strategic Planning	*
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*

Corporate Plan 2009/10 – general layout



Our Corporate Plan 2009/10



Putting Shropshire's Safety First
www.shropshirefire.gov.uk



Our Core Values

Service to the Community
 We value service to the community by:

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do

People
 We value all of our employees by practising and promoting:

- Fairness and respect
- Recognition of merit
- Honesty, integrity and mutual trust
- Personal development
- Co-operative and inclusive working

Diversity
 We value diversity in the service and the community by:

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment and progression within the Service
- Challenging prejudice and discrimination

Improvement
 We value improvement at all levels of the Service by:

- Accepting responsibility for our performance
- Being open-minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others



Our Aims

Aim 1: Reduce the risk to life and material loss from fires, road traffic collisions and other emergencies in the community

Aim 2: Protect life, property and the environment from fire and other emergencies

Aim 3: Secure the highest level of safety and welfare/wellbeing for all staff and Authority Members

Aim 4: Provide a sustainable service that demonstrates quality and best value in service provision

Aim 5: Provide a service committed to the highest levels of equality and diversity



Our Improvement Priorities

We will improve the way we communicate by:

- Improving our internal communications
- Improving our external communication
- Increasing the time to communicate effectively

We improve our competence by:

- Developing our managers and leaders
- Improving our core and specialist skills
- Improving our performance

We improve our capacity to do things by:

- Balancing our available resources to meet demand
- Maintaining our Service under all circumstances
- Reducing bureaucracy

Our Station/Department Priorities & Targets:

(Our contribution to the Corporate Plan)







Corporate Plan 2009/10 – Overview

The purpose of this Corporate Plan is to guide and inform staff of the direction Shropshire and Wrekin Fire Authority is pursuing for the Service during the coming year. The Plan is to be used as a reference point against which all planning, investment and service delivery activities are to be undertaken.

Our corporate planning process has identified the main challenges facing our organisation during 2009/10 and with your contribution and support, will enhance our ability to protect the people, economy and environment of Shropshire from fire and other threats. Key to our success will be the further development and strengthening partnerships together with the continued implementation of our Integrated Risk Management Plan.

Cllr Stuart West
Chairman
Shropshire and Wrekin Fire Authority

Alan Taylor GFSM
Chief Fire Officer

Shropshire Fire and Rescue Service – at a glance

- SFRS serves a population of 452,600 people and protects over 206,200 properties.
- SFRS employs approximately 800 staff, operating from 23 sites.
- SFRS has, for 2009/10, a net operating budget of £20.8m.
- The cost per head of population is just £0.86p per week!
- During 2008/09, SFRS was ranked by the Audit Commission as one of the country's best performing fire and rescue services.
- SFRS has achieved Level 4 of Local Government Equality Standard.




For further information about this Corporate Plan visit our website at
www.shropshirefire.gov.uk

Corporate Plan 2009/10 – contents

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Directorate	Performance	Department/ Section	Programme Office
Name of officers completing (minimum of 2)	Ged Edwards Alison Pritchard	Job title	Programme Manager Perf Imp Officer
Name of Policy/Service/Activity to be assessed	2009/10 Corporate Plan	Date of assessment	26 January 2009
New or existing policy	N/E		

1) Briefly describe the aims, objectives and purpose of the policy/service/activity (referred to as policy in document) and also consider the following:

- What are the key performance indicators?
- Who is intended to benefit or be affected by it? (is this positive or negative)
- What outcomes do you want to achieve from this policy?

The Corporate Plan is an internal publication documenting to all personnel the aims, objectives and purpose of the Fire Authority. It further details the Improvement Priorities as developed in the Strategic Planning Workshops held between October and December 2008.

All personnel will be affected by the contents of the plan and its related Directorate Plans.

The Corporate Plan is developed to ensure all personnel are aware of how their role contributes to the running of the Service.

1 a) Who implements this policy?

The Corporate Plan and supporting documents/reports are co-ordinated and monitored through the Programme Office.

2) How does your current policy meet the needs around age, disability, race, religion/belief, gender, sexual orientation and caring responsibilities?

Every consideration is given to producing the Corporate Plan in a format that is accessible to all personnel. Any reasonable adjustments will be considered following requests for alternative formats.

Are there any obvious barriers to accessing the service? E.g. physical or other.

2a) Where do you think improvements could be made?

The process is reviewed annually through the Strategic Planning process.

2b) Have issues of equality been identified in this area of service delivery by SFRS?

No

<p>3) Have we had any specific feedback or complaints on this area?</p> <p>Is there evidence that this has come from any of these specific groups: race, gender, disability, religion/belief, age, sexual orientation, caring responsibilities?</p>	<p>We consult annually on our Performance Documents. One comment was received disagreeing on the format of the Plan (from an external source) as it was distributed for consultation on the website. It was explained that the actual document was much larger and only for internal use.</p> <p>No</p>		
<p>3a) Do we have any feedback from managers or frontline staff on this policy?</p>	<p>Yes – personnel were asked for comments via The Pink and through an electronic survey. Responses were presented at the October Strategic Planning workshop.</p>		
<p>3b) Is there any feedback from voluntary/community organisations?</p>	<p>Voluntary and Community organisations are included on the circulation list for consulting on our Performance documents.</p>		
<p>3c) Is there any research / models of practice that may inform SFRS view?</p>	<p>SFRS always draws on best practice when considering its plans.</p>		
<p>4) Detail the Actions / Improvement areas you have identified, or the need for further research. (These must be put onto the Action and Improvements Form FB 367 for consideration by Steering Group)</p> <p>If you have found considerable actions or research this will require you to proceed to a full assessment.</p>			
<p>5) Should the policy now proceed to a full impact assessment?</p>	Y	N	Please detail

I am satisfied that this policy has been successfully impact assessed.

I understand the Impact Assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Line Manager		Date	
Please note that this impact assessment will be scrutinised by the Equality and Diversity Officer.			

Appendix D

Equality Impact Assessment Actions and Improvements Form

When you have completed the Equality Impact Assessment a number of actions or improvement areas will have been identified, it is important that these are captured and put into normal work activities. In some cases there maybe a few small actions required in other cases you will need to process to a full impact assessment, you will need to complete this form for both of these situations when you identify actions that need completing, or have identified that future investigation will require specific resources that need to be put into the business planning process.

This form is to allow you to record the outcome from your impact assessments so that the actions or improvements can be carried out by your Department and monitored and in some cases approved by the Equality and Diversity Steering Group. Please ensure that this form is given to your line manager for discussion at your team or one to one meetings for incorporation into individual work plans.

Directorate:	Department:
Brigade Order/activity that has identified need, issue/objective:	EQIA No:

Action	Comments inc. Details of Consultations required/carried out	Resources / Finances allocated to this objective/target	How will this be monitored to ensure it is effective	Responsible for this action	Due Date	Progress

Head of Department		Date completed	
This form must be sent to Management Support when completed for monitoring and/or consideration by the Equality & Diversity Steering Group			