

Strategy and Resources Committee Work 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 Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report seeks to establish a Work Plan for the Strategy and Resources Committee for the year April 2009 to March 2010.

2 Recommendations

The Committee is asked to approve the Strategy and Resources Committee Work Plan, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

3 Background

The Strategy and Resources Committee has been established for a number of years and carries out various functions in accordance with its terms of reference. Some of those functions must take place at specific times in order to comply with statutory deadlines and to feed the Committee's recommendations into meetings of the Fire Authority in a timely manner.

Throughout this time, however, the Committee has had no formal work plan, setting out what its activities will be throughout the year. In order to provide some structure to the work undertaken by the Committee and to ensure that it carries out all of its functions it is proposed that an annual Work Plan is established. The Plan will, in turn, provide a basis on which dates of future meetings of the Committee are scheduled.

4 Proposed Work Plan

Attached as an appendix to this report is a draft Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee, the Chair of the Committee, the Chief Fire Officer, Treasurer, Principal Accountant and other relevant officers, when required.

The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

5 Financial Implications

There are no direct financial implications attached to the introduction 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 Committee, detailing those specific implications.

6 Legal Comment

Establishing a Work Plan for the Strategy and Resources Committee is not a legal requirement but represents good practice. The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

7 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 likely, however, that such assessments will be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

8 Appendix

Draft Strategy and Resources Committee Work Plan for April 2009 to March 2010

9 Background Papers

There are no background papers associated with this report.

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	*

Shropshire and Wrekin Fire Authority Strategy and Resources Committee Proposed Work Plan April 2009 to March 2010

	Action	Who is responsible	Completion Date
1	Review Terms of Reference of the Committee	Strategy and Resources Committee assisted by the Chief Fire Officer, Treasurer and Corporate Services Manager	May 2009 to go to the Fire Authority's Annual Meeting in July 2009
2	Receive presentation on progress with, and give feedback on, the Medium Term Financial Plan	Strategy and Resources Committee, Chief Fire Officer and Treasurer	May 2009
3	Approve any actions set out in report on financial performance and report any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Principal Accountant	May 2009. Any virements approved to go to the Fire Authority's June 2009 meeting
4	Receive progress report on capital activity and finance	Strategy and Resources Committee, Chief Fire Officer and Programme Manager	May 2009
5	Receive a summary report on corporate risk management	Strategy and Resources Committee and Head of Performance and Risk	May 2009

	Action	Who is responsible	Completion Date
6	Establish Role Descriptions for the Chair and Vice-Chair of the Committee	Strategy and Resources Committee, assisted by the Treasurer and Corporate Services Manager, following consultation with the Chair and Vice-Chair of the Committee	May 2009 to go to the Fire Authority's Annual Meeting in July 2009

7	Elect Chair and Appoint Vice-Chair	Strategy and Resources Committee	September 2009
8	Approve and recommend to the Fire Authority a financial planning strategy for 2010/11	Strategy and Resources Committee and Treasurer	September 2009 to go to the Fire Authority's October 2009 meeting
9	Approve any actions set out in report on financial performance and report any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Principal Accountant	September 2009. Any virements approved to go to Fire Authority's October 2009 meeting
10	Receive reports on: <ul style="list-style-type: none"> • Capital update on activity and finance; • Annual treasury report 2008/09 • Use of capital 2009 • Asset stewardship 2009 	Strategy and Resources Committee and: <ul style="list-style-type: none"> • Chief Fire Officer and Programme Manager • Chief Fire Officer and Treasurer • Chief Fire Officer and Head of Resources • Chief Fire Officer and Head of Resources 	September 2009

	Action	Who is responsible	Completion Date
11	Receive a summary report on corporate risk management	Strategy and Resources Committee and Head of Performance and Risk	September 2009
12	Approve any actions set out in report on financial performance and recommend any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Principal Accountant	November 2009. Any virements approved to go to Fire Authority's December 2009 meeting
13	Approve 2010/11 and later years' revenue and capital budgets for consideration by the Fire Authority	Strategy and Resources Committee and Treasurer	November 2009 to go to the Fire Authority's December 2009 meeting
14	<p>Receive reports on:</p> <ul style="list-style-type: none"> • Base budget plus committed change; • Pay and prices assumptions; • Efficiencies 2010/11 and forward budgets; • Service developments 2010/11; • Capital Programme 2010/11 to 2014/15; and • Provisions, reserves and funds <p>and presentation on What if? and IRMP update and make recommendations to the Fire Authority</p>	<p>Strategy and Resources Committee and:</p> <ul style="list-style-type: none"> • Treasurer and Principal Accountant • Treasurer • Treasurer • Chief Fire Officer and Programme Manager • Treasurer • Treasurer • Chief Fire Officer 	November 2009 to go to the Fire Authority' December 2009 meeting

	Action	Who is responsible	Completion Date
15	Receive progress report on capital activity and finance	Strategy and Resources Committee, Chief Fire Officer and Programme Manager	November 2009

16	Approve any actions set out in report on financial performance and recommend any virements to the Fire Authority	Strategy and Resources Committee, Treasurer and Principal Accountant	January 2010. Any virements approved to go to Fire Authority's February 2010 meeting
17	Receive progress report on capital activity and finance	Strategy and Resources Committee, Chief Fire Officer and Programme Manager	January 2010
18	Consider and comment upon Fire Authority improvement priorities 2010/11	Strategy and Resources Committee, Chief Fire Officer and Programme Manager	January 2010
19	Receive budget strategy consultation presentation	Strategy and Resources Committee, Chief Fire Officer and Treasurer	January 2010
20	Receive feedback from Public Scrutiny Panels	Strategy and Resources Committee, Chief Fire Officer and Treasurer	January 2010
21	Consider the adequacy of provisions and reserves and robustness of budget and make recommendations to the Fire Authority	Strategy and Resources Committee and Treasurer	January 2010 to go to the February 2010 meeting of the Fire Authority

	Action	Who is responsible	Completion Date
22	Agree 3-year capital programmes, Prudential Guidelines, including Treasury Management Strategy Statement, Investment Strategy and Policy on Minimum Revenue Provision for recommendation to the Fire Authority	Strategy and Resources Committee and Treasurer	January 2010 to go to February 2010 meeting of Fire Authority
23	Consider revisions to revenue budget and final budget plan and finalise a revenue budget proposal for consideration by the Fire Authority	Strategy and Resources Committee	January 2010 to go to February 2010 meeting of Fire Authority
24	Receive corporate risk management summary report	Strategy and Resources Committee and Head of Performance and Risk	January 2010

25	Consider and approve structure of Medium Term Financial Plan	Strategy and Resources Committee and Chief Fire Officer	March 2010
26	Fire Authority Corporate Plan 2010	Strategy and Resources Committee and Assistant Chief Fire Officer	March 2010
27	Set performance targets for 2010/11 to 2012/13	Strategy and Resources Committee, Chief Fire Officer and Programme Manager	March 2010

	Action	Who is responsible	Completion Date
28	Review Treasury Management practices	Strategy and Resources Committee and Treasurer	March 2010
29	Approve Committee's 2010/11 Work Plan	Strategy and Resources Committee, Chief Fire Officer, Treasurer and Corporate Services Manager	March 2010
30	Prepare an Annual Report on the work of the Committee for submission to the Fire Authority	Chair of Strategy and Resources Committee, Chief Fire Officer, Treasurer and Corporate Services Manager	March 2010 to go to April 2010 meeting of the Fire Authority
31	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Officer, Treasurer, Principal Accountant and external agencies, where appropriate	Ongoing