

## Fire Authority 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 Fire Authority for the year May 2009 to April 2010.

### 2 Recommendations

Members are asked to approve the 2009/10 Work Plan, attached as an appendix, subject to any amendments / comments they may wish to make.

### 3 Background

The Fire Authority, which was established as a stand-alone authority in April 1998, carries out various functions in accordance with legislation and its Standing Orders. Some of those functions must take place at specific times of the year in order to comply with statutory deadlines.

Throughout this time, however, the Authority 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 Authority and to ensure that it carries out all of its functions in a timely manner it is proposed that an annual Work Plan is established.

The following Committees have already agreed Work Plans for 2009/10:

- Audit and Performance Management
- Standards
- Strategy and Resources

## **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 Fire Authority will need to carry out during the coming year. Additional items of work will, of course, arise from time to time and these will be dealt with as appropriate.

The responsibility for undertaking the actions listed in the Work Plan varies but includes the Fire Authority, individual Members, the Chief Fire Officer, Treasurer, and other relevant officers, when required.

Members are 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 Authority as necessary, detailing those specific implications.

## **6 Legal Comment**

Establishing a Work Plan for the Fire Authority is not a legal requirement but represents 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.

## **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**

Shropshire and Wrekin Fire and Rescue Authority Proposed Work Plan  
May 2009 to April 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 Proposed Work Plan May 2009 to April 2010

	<b>Action</b>	<b>Who is responsible</b>	<b>Date</b>
1	Agree appointment of Chief Fire Officer	Fire Authority with advice from external consultants	Extraordinary General Meeting May 2009
2	Elect Chair and Appoint Vice-Chair	Fire Authority and Clerk	Annual Meeting July 2009
3	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 2009
4	Review all Committee terms of reference	Fire Authority, Clerk and Corporate Services Manager	Annual Meeting July 2009
5	Review Standing Orders for: <ul style="list-style-type: none"> <li>• Regulation of Proceedings and Business</li> <li>• Contracts</li> <li>• Financial Regulations</li> </ul>	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2009 until October 2009 meeting
6	Review Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	To stand adjourned from Annual Meeting July 2009 until October 2009 meeting

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
7	Review and agree all Member Role Descriptions	Fire Authority, Corporate Services Manager and various officers	Annual Meeting July 2009
8	Agree induction training for new Members	Fire Authority and Assistant Chief Officer	Annual Meeting July 2009
9	Receive presentation from Vulnerable Persons Champion	Vulnerable Persons Champion and Head of Fire Prevention	Annual Meeting July 2009
10	Approve and sign the Statement of Accounts 2008/09	Fire Authority Individual statements to be signed by the Chair and Treasurer	Annual Meeting July 2009
11	Approve and sign the Annual Governance Statement 2008/09 and Improvement Plan 2009/10 for inclusion in the Statement of Accounts	Fire Authority and Head of Performance and Risk. Statement to be signed by the Chair, Chief Fire Officer and Treasurer	Annual Meeting July 2009
12	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	Annual Meeting July 2009
13	Approve Annual Efficiency Statements: Backward Looking and Forward Looking	Fire Authority, Treasurer and Principal Accountant	Annual Meeting July 2009
14	Agree recommendations on the integrated strategic planning process	Fire Authority, Chief Fire Officer, Assistant Chief Fire Officer and Programme Manager	Annual Meeting July 2009

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
15	Approve Annual Report 2008/09	Fire Authority, Chief Fire Officer, Assistant Chief Fire Officer and Programme Manager	Annual Meeting July 2009
16	Agree Medium Term Financial Plan	Fire Authority, Chief Fire Officer and Treasurer	Annual Meeting July 2009
17	Receive report on Integrated Risk Management Planning and agree any actions	Fire Authority and Head of Performance and Risk	Annual Meeting July 2009
18	Review and re-affirm the Fire Authority's Anti-Fraud and corruption Policy	Fire Authority and Principal Accountant	Annual Meeting July 2009
19	Receive annual report on partnerships	Fire Authority and Partnership Assessment Group	Annual Meeting July 2009
20	Receive the annual corporate risk management summary report	Fire Authority and Head of Performance and Risk	Annual Meeting July 2009
21	Agree schedule of meetings and Member Champion reporting dates for 2010/2011	Fire Authority and Corporate Services Manager	Annual Meeting July 2009

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
22	Approve any amendments to Standing Orders for: <ul style="list-style-type: none"> <li>• Regulation of Proceedings and Business</li> <li>• Contracts</li> <li>• Financial Regulations</li> </ul>	Fire Authority, Clerk and Corporate Services Manager	October 2009, adjourned from July 2009
23	Approve any amendments to the Scheme of Delegation to Officers	Fire Authority, Clerk and Corporate Services Manager	October 2009, adjourned from July 2009
24	Receive presentations from: <ul style="list-style-type: none"> <li>• Learning and Development Champion and</li> <li>• Equality and Diversity Champion</li> </ul>	<ul style="list-style-type: none"> <li>• Learning and Development Champion and Assistant Chief Officer</li> <li>• Equality and Diversity Champion and Equality and Diversity Officer</li> </ul>	October 2009
25	Receive recommendations from the Strategy and Resources Committee and approve a financial planning strategy for 2010/11	Fire Authority and Treasurer	October 2009
26	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	October 2009
27	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 2009

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
28	Receive Annual Report on the work of the Audit and Performance Management Committee	Chair of Audit and Performance Management Committee, Treasurer, Head of Performance and Risk, Corporate Services Manager and Programme Manager	October 2009

29	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	December 2009
30	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 2009
31	Receive recommendations from the Strategy and Resources Committee and review: <ul style="list-style-type: none"> <li>• Base budget plus committed change;</li> <li>• Pay and prices assumptions;</li> <li>• Efficiencies 2010/11 and forward budgets;</li> <li>• Service developments 2010/11;</li> <li>• Capital Programme 2010/11 to 2014/15; and</li> <li>• Provisions, reserves and funds</li> </ul>	Fire Authority and: <ul style="list-style-type: none"> <li>• Treasurer and Principal Accountant</li> <li>• Treasurer</li> <li>• Treasurer</li> <li>• Chief Fire Officer and Programme Manager</li> <li>• Treasurer</li> <li>• Treasurer</li> </ul>	December 2009



	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
32	Receive:: <ul style="list-style-type: none"> <li>• Presentation on 'what if' scenarios</li> <li>• Summary report on IRMP consultation results</li> <li>• Report on 2010/11 and Later Years' Budget Summary</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Fire Officer</li> <li>• IRMP Members' Working Group and Head of Performance and Risk</li> <li>• Treasurer</li> </ul>	December 2009
33	Receive Annual Report on the work of the Standards Committee	Chair of Standards Committee and Monitoring Officer	December 2009
34	Agree Role Descriptions for the Chair and Vice-Chair of the Audit and Performance Management Committee and any changes to the Role Description for the Member Champion for Risk Management and Audit	Fire Authority, Treasurer and Corporate Services Manager	December 2009
35	Receive presentations from: <ul style="list-style-type: none"> <li>• Asset Management and Procurement Champion and</li> <li>• Risk Management and Audit Champion</li> </ul>	<ul style="list-style-type: none"> <li>• Asset Management and Procurement Champion and Head of Resources</li> <li>• Risk Management and Audit Champion and Head of Performance and Risk</li> </ul>	December 2009
36	Receive Independent Remuneration Panel report on Members' Allowances and agree any recommendations together with the Scheme for 2010/11	Independent Remuneration Panel, Fire Authority and Corporate Services Manager	December 2009

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
37	Approve any actions set out in report on financial performance and note any virements	Fire Authority, Treasurer and Principal Accountant	February 2010
38	Agree revenue budget and capital programme budget recommendations 2009/10, and note the outcome of the consultation process	Fire Authority, Chief Fire Officer and Treasurer	February 2010
39	Agree a Minimum Revenue Provision Policy for 2010/11	Fire Authority and Treasurer	February 2010
40	Agree the 2010/11 budget; Council Tax levels for 2010/11; and precepts on billing authorities	Fire Authority and Treasurer	February 2010
41	Agree increases in charges made for special services following the annual review by officers	Fire Authority and Principal Accountant	February 2010
42	Approve the outline contents of the Fire Authority's 2010/11 Corporate Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2010/11 and the final content and layout	Fire Authority and Assistant Chief Fire Officer	February 2010

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
43	Receive Annual Report on the work of the Human Resources Committee	Chair of Human Resources Committee and Assistant Chief Officer	February 2010
44	Receive presentations from: <ul style="list-style-type: none"> <li>• Civil Resilience Champion</li> <li>• Young People's Champion</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Resilience Champion and Deputy Chief Fire Officer</li> <li>• Young People's Champion and Head of Fire Prevention</li> </ul>	February 2010

45	Agree Fire Authority Work Plan 2010/11	Fire Authority and Corporate Services Manager	April 2010
46	Receive report on outlook for 2008/09 final accounts and 2009/10 budget and agree any virements recommended by Committees	Fire Authority and Treasurer	April 2010
47	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 2010
48	Agree Role Descriptions for the Chair and Vice-Chair of the Standards Committee	Fire Authority, Chair and Vice-Chair of Standards Committee and Monitoring Officer	April 2010

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
49	Receive update report from Integrated Risk Management Planning Members' Working Group and agree any actions necessary	Fire Authority, Chair of IRMP Members' Working Group and Head of Performance and Risk	April 2010
50	Receive presentation from Information, Communications and Technology Champion	Information, Communications and Technology Champion and Programme Manager	April 2010

51	Formally approve the Audit Commission's Annual Audit and Inspection Letter	Fire Authority and Audit Commission	To be confirmed by the Audit Commission
52	Ensure provision of appropriate training for all Members	Chief Fire Officer, Assistant Chief Officer, Treasurer and external agencies	Ongoing
53	Receive regular update reports on accommodation schemes	Head of Resources	Ongoing
54	Receive regular update reports on the Regional Control Centre	Deputy Chief Fire Officer	Ongoing
55	Receive regular update reports on Comprehensive Area Assessment	Assistant Chief Fire Officer	Ongoing
56	Receive regular monitoring reports on Equality and Diversity, including the Equality Standard for Local Government	Fire Authority and Equality and Diversity Officer	Ongoing