

Annual Governance Statement Improvement Plan 2021/22

Report of the Chief Fire Officer

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1 Executive Summary

This report summarises the progress made to date against the improvements contained in the Annual Governance Statement (AGS) Improvement Plan 2021/22.

2 Recommendations

The Committee is asked to note the progress made on the 2021/22 Annual Governance Statement Improvement Plan.

3 Background

In accordance with the authority delegated to it by the Fire Authority, the Standards, Audit and Performance Committee considered the draft Statement of Accounts 2020/21 at its September 2021 meeting.

The Statement of Accounts contains, as an appendix, a statement as to how effective the Authority's various systems of internal control have been in governing the risks, to which the Authority is exposed. This is known as the Annual Governance Statement or the AGS. Areas of the system of internal control that had been identified as requiring improvement were listed in the AGS and an action plan was developed to ensure that these improvements are progressed during the coming year (the AGS Improvement Plan 2021/22). This Committee is responsible for monitoring the progress, which the Service makes against the Plan

4 Monitoring Progress against the Annual Governance Statement Improvement Plan 2021/22

A copy of the AGS Improvement Plan 2021/22 is attached as an appendix to this report; progress against each of the planned activities is also included in the appendix.

As is the case with most plans, the activities included within it are often subject to change. This can be as a result of changes in the external environment that guides the work, as well as the internal environment that dictates whether the Service has the capacity to achieve its stated objectives. To ensure there is control over any slippage, the officers responsible for delivering this work must obtain approval from the Service Management Team (SMT) or Service Transformation Board (STB), if they require any variations to the current Plan. Such variations will also be reported to this committee.

5 Conclusions

The Committee is asked to note the progress made on the 2021/22 Improvement Plan

6 Financial Implications

Any significant budgetary implications, brought about by the improvements proposed in the Improvement Plan, have already been considered, either as part of the Fire Authority's budget planning process or within each Department's business planning process.

7 Legal Comment

The AGS is a legal requirement under the Code of Practice on Local Authority Accounting in the United Kingdom and must be included in the Fire Authority's Annual Statement of Accounts

8 Equality Impact Assessment

There are no equality or diversity implications arising from this report. An e-EQIA is not, therefore, required.

9 Appendix

Annual Governance Statement Improvement Plan 2021/22

10 Background Papers

There are no background papers associated with this report.

Annual Governance Statement Improvement Plan 2021/22

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
People	1	Continue to deliver the people strategy including the Wholetime and Fire Control shift changes. Produce and implement the actions identified in the On-Call Sustainability Review.	Germaine Worker Guy Williams Shaun Baker	<p>Wholetime shift changes. The Brigade Order has been amended to reflect the shift system changes which will go live Jan 2022. The Union are supportive of the Service piloting in 2022 this new methodology for w/time crewing. This pilot will be reviewed in July 2022 in anticipation that the interim brigade order will become permanent. It is envisaged that the Fire Brigades Union (FBU) will present the agreement for final sign off after the 6 month pilot review in July/August. If the system requires further improvements, then the remainder of the year will be used to complete the 12-month pilot with the FBU again presenting the agreed final sign off for formal approval.</p> <p>The retained sustainability project is making steady progress. Three key areas have been identified for further exploration (migration, pay, contracts). The inaugural sustainability project board took place in Sept 2021 where further actions were given to the focus groups. The project will continue to report through Service Transformation Board (STB) with a position a paper being produced for Service Management Team (SMT). The on-call sustainability review is due to be completed in February 2022.</p>	July 2022

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
People	2	Adopt the new fitness standard whilst assisting with the implementation of fitness support facilities via the refurbishment programme.	Guy Williams Adam Matthews Chris White	<p>All stations now have fitness equipment in line with the Service's long-term plans. Jan 22 will see the treadmill become the primary testing method for annual testing. The Service will also reduce the time period for personnel to achieve 42.3 from 12 to 6 months, full support will be given to staff to achieve the 42.3 standard. Fitness testing facilities will form part of the service refurbishment programme moving forward. All Stations now have access to appropriate fitness training equipment to support meeting the standard.</p> <p>A new traffic light system will also incorporate the removal of staff from Breathing Apparatus (BA) prior to full removal from operational response if the standard remains unattained. A business case for an in-house fitness advisor has been completed and will be submitted to Senior Management Team (SMT) in November this will allow further assessment of ongoing contractual obligations of the current external fitness support.</p>	July 2022

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
Process	3	<p>Through the Service Transformation Programme continue to replace paper-based processes with streamlined electronic workflows.</p> <p>Following migration to the new Finance, Payroll and electronic retained payments systems – develop internal processes to ensure full functionality and compliance within these systems.</p>	<p>Guy Williams Shaun Baker Ged Edwards Joanne Coadey</p>	<p>The review into salaries monitoring reporting is now complete. Orders are being reviewed currently by Worcestershire Internal Audit Shared Services and outcomes will be presented to officers.</p>	July 2022
Systems / Infrastructure	4	<p>Improve security of the corporate network and continue to support the implementation of Emergency Services Network.</p> <p>Introduce Integrated Communications Control System (ICCS).</p> <p>Complete Fire Service Rota (FSR) implementation.</p> <p>Collaborate with Hereford and Worcester Fire and Rescue Service on the Learning Environment Online (LEO) system.</p>	<p>Ged Edwards Sally Edwards Guy Williams Shaun Baker</p>	<p>The ICCS testing in HWFRS and SFRS is complete, some issues have been identified through the Direct Network Service Provider and the Command & Control (C&C) integration, Lampada scoping out for the duration of the work which will impact on the launch date. Reported to Service Transformation Board (STB) proposed ICCS go live date December 2021.</p> <p>Fire Service Rota (FSR) for all users has now been embedded. A Command & Control (C&C) upgrade for mobilising through Fire Service Rota (FSR) is currently in test. Reported to Service Transformation Board (STB) proposed testing December 2021.</p>	July 2022

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
		Implement training activities synchronisation between LEO and EIDRs.		<p>HWFRS are continuing the implementation of LEO (Learning Environment Online). SFRS staff have continued to provide technical support and advice during this initial phase. Eventually both services will benefit from a common platform, being able to access and share e-learning materials, collaborate on learning systems such as competency records and course/competency management.</p> <p>A Training Records and Competency Recording System (TRaCS) has been developed on LEO (for Fire Control staff aligned to National Operational Guidance (NOG)</p> <p>Officer competencies have been developed and are being tested Sept/Oct 21 prior to full rollout.</p> <p>TRaCS is reported through the Service Transformation Board with the end project report is due for completion April 2022.</p>	
Building Facilities	5	Deliver the property capital schemes including the Telford Central Fire Station redevelopment project. Introduce improvements to station access and security at all SFRS sites.	Andrew Kelcey Sally Edwards	<p>Capital investment is focussed on the corporate priorities of improving welfare facilities, fitness provision, environmental performance and physical and fire security.</p> <p>Works are on site at Telford and progressing, as planned.</p> <p>Telford Central is due for completion November 2022.</p>	July 2022

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
				Works are on site at Ellesmere, Market Drayton, Whitchurch and Tweedale, and progressing as planned.	
Appliances / Equipment	6	<p>Deliver the fleet and equipment strategy. To include the introduction of three pumping appliances.</p> <p>Undertake benefits review of the Incident Command Vehicle.</p> <p>Deliver the Service improvement workstreams of the Response Capability Programme Board.</p>	Guy Williams Shaun Baker Andrew Kelcey	<p>Orders have been placed for 10 pumping appliances. The first 3 appliances are expected in February 2022, with the further 7 following in 2 batches.</p> <p>Incident Command vehicle is live, feedback following incidents with regards to performance is being fed back through the Service Transformation Board</p> <p>Response Capability Programme Board (RCPB) has now been reset with clearer workstreams and responsible owners. This will go to Service Transformation Board in November 21.</p>	July 2022
<u>Collaboration</u>	7	<p>Support and monitor the strategic alliance programme plan as it evolves.</p> <p>Commence work on the new Community Risk Management Plan (CRMP) year 1 outcomes.</p>	Jan Morris	<p>A refreshed governance structure has been put in place with actions now formally recorded and reviewed at meetings, with SFRS providing executive support.</p> <p>The Alliance Plan will be due for review at the end of the financial year 2021/22.</p> <p>Corporate Performance Indicators (CPI) have been agreed by Fire Authority Members and are reported internally at Performance & Risk meetings, and to Members at Standards, Audit & Performance meetings via written report.</p>	July 2022