

Fire Authority Work Plan 2026/27

Report of the Chief Fire Officer

For further information about this report please contact Simon Hardiman, Chief Fire Officer, on 01743 260201 or Lynn Ince, Executive Support Team Leader, on 01743 260225

1 Purpose of Report

This report puts forward the Fire Authority's 2026/27 Work Plan for consideration and approval by Members.

2 Recommendations

The Fire Authority is asked to approve the 2026/27 Work Plan (attached at the appendix to this report), subject to any amendments / comments they may wish to make.

3 Background

Since March 2009, the Fire Authority has approved an annual Work Plan. The Plan sets out, in a structured way, what its activities will be throughout the year, thus ensuring that its legal obligations and constitutional responsibilities are carried out in a timely manner, that no deadlines are missed and that, as far as possible, business is distributed fairly evenly between each year's ordinary meetings.

4 Proposed 2026/27 Work Plan

Attached at the appendix to this report is a draft 2026/27 Work Plan, outlining all the actions which, it is expected, the Fire Authority will need to carry out during the coming year.

The format of the Work Plan has been amended to make the information in it clearer to the users. A column has also been added to indicate who will present the report at the Authority meeting.

The Fire Authority is asked to provide any comments or suggestions regarding the attached draft Work Plan and approve the contents.

5 Financial Implications

There are no direct financial implications attached to the approval 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 Fire Authority as necessary, detailing those specific implications.

6 Legal Comment

The Fire Authority is not legally required to have in place a Work Plan. This is, however, considered to be 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 Initial Impact Assessment

This report merely sets out the Fire Authority's Work Plan for the coming year. An Initial Impact Assessment is not, therefore, required.

It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan, which would be completed at the appropriate time.

8 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.

Again, it is possible that such assessments may be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

9 Appendix

Proposed Fire Authority Work Plan 2026/275/26

10 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority

Draft Work Plan 2026/27

Annual Meeting – 10 June 2026		
Report / Action	Report Author(s)	Report Presenter
Elect Chair of Fire Authority		Clerk
Appoint Vice-Chair of Fire Authority		Chair of FA
Vote of Thanks and Welcome <ul style="list-style-type: none">• Members who left in May• Newly appointed Members		Chair of FA
Committee Composition and Allocation of Seats to Political Groups	Clerk / Exec Support Team Leader (ESTL)	Clerk
Fire Authority Terms of Reference and Committee Constitutions	Clerk / ESTL	Clerk
Review of Member Role Descriptions	Clerk / ESTL	Clerk
Committee Membership and Appointments: <ul style="list-style-type: none">• Appoint Members to Committees• Confirm delegation to Monitoring Officer• Appoint representative to LGA Fire Services Commission• Appoint Member Champions	Clerk / ESTL	Clerk
Election of Chairs and Vice-Chairs for Committee and Working Groups		Clerk
Update of Fire Authority Standing Orders <ul style="list-style-type: none">• Standing Orders for Proceedings and Business• Contracts Standing Orders• Financial Regulations• Scheme of Delegation to Officers	<ul style="list-style-type: none">• Clerk / ESTL• Head of Resources• S151 / Treasurer• Clerk / CFO	Clerk
Meeting dates for 2026/27 municipal year	ESTL	Clerk

Meeting – XX July 2026		
Report / Action	Report Author(s)	Report Presenter
Financial performance for final quarter of 2025/26 and approve any actions	Head of Finance (HoF)	HoF
Outlook report on the Statement of Accounts 2025/26 and approve any movements arising	S151 Officer / HoF	S151 Officer / HoF
2026/27 strategic planning process timetable	HoTC	Assistant Chief Fire Officer (Corporate Services) (ACFO CS)
Annual report on partnerships and collaborative working; including Fire Alliance Update Report	Head of Transformation and Collaboration (HoTC)	HoTC
Annual corporate risk management summary report	Member Champion for Risk Management and Audit and ACFO CS	ACFO CS
Fire Authority's Code of Corporate Governance, following review by officers and the Audit & Standards Committee	S151 Officer / HoF	S151 Officer / HoF
Delegation amendments for <ul style="list-style-type: none"> • Firefighter Pension Schemes • Local Government Pension Scheme 	Head of HR and Administration (HHRA) / Pensions Officer	HHRA / Pensions Officer
Productivity Plans for approval before they are submitted to the government	S151 Officer / HoF	S151 Officer / HoF
HMICFRS Cause of Concern Monitoring report	Station Manager Transformation & Collaboration	HoTC
HMICFRS Areas for Improvement monitoring report	Station Manager Transformation & Collaboration	HoTC

Meeting – XX October 2026		
Report / Action	Report Author(s)	Report Presenter
Annual Review (Annual Statement of Assurance) 2025/26, including details of progress made against the Aims, Measures and Targets set out in the Annual Plan 2025/26	HoTC / Comms Officer	ACFO CS
HMICFRS Cause of Concern Monitoring report	Station Manager Transformation & Collaboration	HoTC
HMICFRS Areas for Improvement monitoring report	Station Manager Transformation & Collaboration	HoTC

Meeting – XX December 2026		
Report / Action	Responsible Author(s)	Report Presenter
Approve any actions set out in report on financial performance and note any virements, including the Annual Treasury Review 2025/26	HoF	HoF
Receive recommendations from the Strategy and Resources Committee and consider 2026/27 and later years' revenue and capital budgets	S151 Officer / HoF	S151 Officer / HoF
Receive recommendations from the Strategy and Resources Committee and review, where relevant: <ul style="list-style-type: none"> • Base budget plus committed change; • Pay and prices assumptions; • Efficiencies 2027/28 and forward budgets; • Capital Programme 2027/28 to 2030/31; and • Provisions, reserves and funds 	S151 Officer / HoF	S151 Officer / HoF
Report on 2027/28 and Later Years Budget Summary, including update on grant settlement	S151 Officer / HoF / CFO	S151 Officer / HoF
HMICFRS Cause of Concern Monitoring report	Station Manager Transformation & Collaboration	HoTC
HMICFRS Areas for Improvement monitoring report	Station Manager Transformation & Collaboration	HoTC

Meeting – XX February 2027		
Report / Action	Responsible Author(s)	Report Presenter
Fire Authority Work Plan 2027/28	ESTL	ESTL
Approve any actions set out in report on financial performance and note any virements	HoF	HoF
Agree revenue budget and capital programme budget recommendations, including Prudential Guidelines	CFO, S151 Officer / HoF	S151 Officer / HoF
Minimum Revenue Provision Policy and Treasury Management Practices for 2027/28	S151 Officer / HoF	S151 Officer / HoF
Agree the 2027/28 budget; Council Tax levels for 2027/28; and precepts on billing authorities	S151 Officer / HoF	S151 Officer / HoF
Approve the outline contents of the Fire Authority's 2027/28 Annual Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2027/28 and the final content and layout of the Annual Plan	HoTC	HoTC
Pay Policy Statement	HHRA	HHRA
Members' Allowances Scheme for 2027/28	HHRA	HHRA
HMICFRS Cause of Concern Monitoring report	Station Manager Transformation & Collaboration	HoTC
HMICFRS Areas for Improvement monitoring report	Station Manager Transformation & Collaboration	HoTC

Ongoing Actions		
Ensure provision of appropriate training for all Members	CFO, HHRA, Development Officer, ESTL and Clerk	Ongoing
Receive monitoring reports on Equality and Diversity, as appropriate	EDI Member Champions and EDI Officer	Ongoing