

Strategy and Resources Committee Draft Work Plan April 2024 to March 2025

	Action	Who is responsible	Completion date
1	Receive a report on the constitution of the Committee and consider any training required by Members	Head of HR and Administration and Executive Support Officer (ESO)	September 2024
2	Receive a report on financial performance, including consideration of corporate risk, virements, and exemptions from Contract Standing Orders, and make recommendations to the Fire Authority	Treasurer, Head of Finance and Planning and Performance Manager	September 2024 Recommendations to go to the October 2024 meeting of the Fire Authority
3	Receive a report on capital activity and finance	Planning and Performance Manager	September 2024
4	Receive a report on financial performance, including capital update, consideration of corporate risk, virements, and exemptions from Contract Standing Orders, receive the annual treasury review 2023/24 and the mid-year treasury review 2024/25 and make recommendations to the Fire Authority	Treasurer, Head of Finance and Planning and Performance Manager	November 2024 Recommendations to go to the December 2024 meeting of the Fire Authority
5	Receive a report on reserves and funds, including consideration of corporate risk, and make recommendations to the Fire Authority	Treasurer and Head of Finance	November 2024 Recommendations to go to the December 2024 meeting of the Fire Authority

	Action	Who is responsible	Completion date
6	<p>Approve 2025/26 and later years' revenue and capital budget outlines for consideration by the Fire Authority, including:</p> <ul style="list-style-type: none"> • Base budget review and committed changes; • Pay and price contingencies; • Capital Programme 2025/26 to 2029/30; • Funding assumptions; and • Recommendations of the Strategic Advisory Group (StAG), where appropriate <p>and make recommendations to the Fire Authority</p>	<p>Treasurer and Head of Finance, unless otherwise stated</p> <ul style="list-style-type: none"> • Chief Fire Officer and Planning and Performance • Chief Fire Officer 	<p>November 2024</p> <p>Recommendations to go to the December 2024 meeting of the Fire Authority</p>
7	Receive report on Occupational Health provision	HR Manager (Contracts)	November 2024
8	Receive annual report on work of the Equality and Diversity Steering Group	Equality and Diversity Officer	November 2024

9	Receive a report on financial performance, including consideration of corporate risk, virements, and exemptions from Contract Standing Orders, and make recommendations to the Fire Authority	Treasurer, Head of Finance and Planning and Performance Manager	<p>February 2025</p> <p>Recommendations to go to the February 2024 meeting of the Fire Authority</p>
10	Receive a report on revisions to the 2025/26 revenue budget, including recommendations from the Strategic Advisory Group, and make recommendations to the Fire Authority	Treasurer and Head of Finance	<p>February 2025</p> <p>Recommendations to go to the February 2024 meeting of the Fire Authority</p>
11	Receive a report on the Capital Programme 2025/26 to 2029/30, including Prudential Guidelines and Capital Strategy, Treasury Management Practices and the Minimum Revenue Provision Policy, and make recommendations to the Fire Authority	Treasurer and Head of Finance	<p>February 2025</p> <p>Recommendations to go to the February 2024 meeting of the Fire Authority</p>

	Action	Who is responsible	Completion date
12	Consider the adequacy of reserves and robustness of the budget, including corporate risk, and make recommendations to the Fire Authority	Treasurer and Head of Finance	February 2025 Recommendations to go to the February 2025 meeting of the Fire Authority
13	Receive a report on capital activity and finance	Planning, Performance and Communications Manager	February 2025

14	Approve the Committee's 2025/26 Work Plan	Head of Finance, Head of HR and Administration and ESO	March 2025
15	Review Terms of Reference of the Committee	Head of Finance, Head of HR and Administration and ESO	March 2025 Recommendations to go to the June 2025 Annual Meeting of the Fire Authority
16	Officers to review Role Descriptions for the Chair and Vice-Chair of the Committee	Head of HR and Administration and ESO	March 2025
17	Agree Corporate Performance Indicators for 2025/26	Assistant Chief Fire Officer (Corporate Services)	March 2025
18	Receive progress report on implementation of Equality Scheme Action Plan	Equality and Diversity Officer	March 2025
19	Receive report on equality monitoring statistics	Equality and Diversity Officer	March 2025
20	Receive update report on reasonable adjustments	Equality and Diversity Officer	March 2025
21	Receive Gender Pay Gap report	Head of HR and Administration	March 2025
22	Receive People Strategy end of year report	Head of HR and Administration	March 2025
23	Receive report on review of Internal Dispute Resolution Procedure	Head of HR and Administration	As and when needed

	Action	Who is responsible	Completion date
24	Receive report on Apprenticeship Levy	Head of HR and Administration	As and when needed
25	Receive report on Inclusive Fire Service Group	Head of HR and Administration	As and when needed
26	Receive summary of Hearings Panel and Pensions Panel decisions	Head of HR and Administration	As and when required
27	Receive reports on the outcome of staff surveys and audits	Committee and appropriate officers	As and when required
28	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Fire Officer (Corporate Services), Treasurer, Head of Finance and external agencies, where appropriate	Ongoing