

Committee Work Plan 2023/24

Report of the Chief Fire Officer

For further information about this report please contact Simon Hardiman, Chief Fire Officer, on 01743 260204 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

1 Purpose of Report

This report reviews progress against the Strategy and Resources Committee 2022/23 Work Plan and puts forward a 2023/24 Work Plan for consideration and approval by Members.

2 Recommendations

Members are asked to:

- a) Note progress made against the Strategy and Resources Committee 2022/23 Work Plan; and
- b) Approve the Work Plan for 2023/24, attached as an appendix, subject to any amendments / comments they may wish to make.

3 Background

Since March 2009, the business of the Strategy and Resources Committee has been conducted in accordance with an annual Work Plan. The Plan sets out in a structured manner what the Committee's activities will be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference will be carried out in a timely manner and that no deadlines will be missed.

The draft 2023/24 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2022/23 Work Plan

Having carried out a review of the 2022/23 Work Plan, officers can confirm that all the activities, listed in the Plan, have been carried out or are on the agenda for this meeting.

5 Proposed 2023/24 Work Plan

During the review Officers also considered what activities should be included in the next Work Plan, taking into account any recent developments.

Attached as an appendix to this report is a draft 2023/24 Work Plan, outlining all the actions which, it is expected, the Committee will need to carry out during the coming year.

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

6 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 Committee as necessary, detailing those specific implications.

7 Legal Comment

The Strategy and Resources Committee is not legally required to have in place a Work Plan. This does, however, represent 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.

8 Initial Impact Assessment

This report provides only historical information and sets out a series of actions to be completed over the coming year. An Initial Impact Assessment has not, therefore, been completed. It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan, in which case they will be completed at the appropriate time.

9 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment is not, therefore, required.

10 Appendix

Strategy and Resources Committee Proposed Work Plan 2023/24

11 Background Papers

There are no background papers associated with this report.

Strategy and Resources Committee Draft Work Plan April 2023 to March 2024

	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 2023
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 2023 Recommendations to go to the October 2023 meeting of the Fire Authority
3	Receive a report on capital activity and finance	Planning and Performance Manager	September 2023
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 2022/23 and the mid-year treasury review 2023/24 and make recommendations to the Fire Authority	Treasurer, Head of Finance and Planning and Performance Manager	November 2023 Recommendations to go to the December 2023 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 2023 Recommendations to go to the December 2023 meeting of the Fire Authority

	Action	Who is responsible	Completion date
6	<p>Approve 2024/25 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 2024/25 to 2028/29; • 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 2023</p> <p>Recommendations to go to the December 2023 meeting of the Fire Authority</p>
7	<p>Receive annual report on work of the Equality and Diversity Steering Group</p>	<p>Equality and Diversity Officer</p>	<p>November 2023</p>
8	<p>Receive report on Occupational Health provision</p>	<p>HR Manager (Contracts)</p>	<p>November 2023</p>
9	<p>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</p>	<p>Treasurer, Head of Finance and Planning and Performance Manager</p>	<p>February 2024</p> <p>Recommendations to go to the February 2024 meeting of the Fire Authority</p>
10	<p>Receive a report on revisions to the 2024/25 revenue budget, including recommendations from the Strategic Advisory Group, and make recommendations to the Fire Authority</p>	<p>Treasurer and Head of Finance</p>	<p>February 2024</p> <p>Recommendations to go to the February 2024 meeting of the Fire Authority</p>

	Action	Who is responsible	Completion date
11	Receive a report on the Capital Programme 2024/25 to 2028/29, 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	February 2024 Recommendations to go to the February 2024 meeting of the Fire Authority
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 2024 Recommendations to go to the February 2024 meeting of the Fire Authority
13	Receive a report on capital activity and finance	Planning, Performance and Communications Manager	February 2024
14	Approve the Committee's 2024/25 Work Plan	Head of Finance, Head of HR and Administration and ESO	March 2024
15	Review Terms of Reference of the Committee	Head of Finance, Head of HR and Administration and ESO	March 2024 Recommendations to go to the June 2024 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 2024
17	Agree Corporate Performance Indicators for 2024/25	Assistant Chief Fire Officer (Corporate Services)	March 2024

	Action	Who is responsible	Completion date
18	Receive progress report on implementation of Equality Scheme Action Plan	Equality and Diversity Officer	March 2024
19	Receive report on equality monitoring statistics	Equality and Diversity Officer	March 2024
20	Receive update report on reasonable adjustments	Equality and Diversity Officer	March 2024
21	Receive Gender Pay Gap report	Head of HR and Administration	March 2024
22	Receive People Strategy end of year report	Head of HR and Administration	March 2024
23	Receive report on review of Internal Dispute Resolution Procedure	Head of HR and Administration	As and when needed
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