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Annual Governance Statement 2016/17 Improvement Plan

Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260205 or Ged Edwards, Planning, Performance and Communications Manager, on 01743 260208.

1   Purpose of Report

This report summarises the progress made to date against the improvements contained in the Annual Governance Statement (AGS) Improvement Plan 2016/17.

2   Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2016/17.

3   Background

In accordance with authority delegated to it by the Fire Authority, the Audit and Performance Management Committee considered the draft Statement of Accounts 2016/17 at its July 2016 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 2016/17).

This Committee is responsible for monitoring the progress, which the Service makes against the Plan.

4   Monitoring Progress against the
         AGS Improvement Plan 2016/17

A copy of the AGS Improvement Plan 2016/17 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 our work, as well as the internal environment that dictates whether we have the capacity to achieve our 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 or Service Transformation Board, if they require any variations to the current Plan. These changes will also be reported to this committee.

5   Progress to Date

The 2016/17 Improvement Plan contains 6 areas for improvement. Progress against each of the work packages is summarised in the appendix.

6   Financial Implications

There are no financial implications arising from this report.

7   Legal Comment

There are no legal implications arising from this report.

8   Initial Impact Assessment

This report contains merely statements of fact / historical data. An Initial Impact Assessment is not, therefore, required.

9   Equality Impact Assessment

There are no equality or diversity implications arising from this report. An Equality Impact Assessment is not, therefore, required.

10   Appendix

Annual Governance Statement Improvement Plan 2016/17.

11   Background Papers

There are no background papers associated with this report.

Appendix to report on
Annual Governance Statement 2016/17 Improvement Plan
Shropshire and Wrekin Fire and Rescue Authority
Audit and Performance Management Committee
15 September 2016

Improvement Plan 2016/17

Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
Service Transformation Programme and IRMP Action Plan	1	The Programme has been updated, extended up to 2020 and now includes IRMP activities. The Programme forms the basis of the 5 year action plan which is contained within the recently published 2015-2020 Service Plan. An annual benefits review will be presented to the APMC and progress on the three main Integrated Risk Management Plan (IRMP) workstreams will be reported to the Combined Fire Authority (CFA) through the Strategic Planning Working Group (StraP).	Ged Edwards And Andy Johnson	The current focus of the programme is the introduction of tablet devices to wholetime and retained stations. A plan is currently being developed taking into account the various dependent activities that need to be considered prior to the commencement of roll out. The roll out of departmental SharePoint sites into the Cloud is nearing completion. This will then allow the introduction of various pre designed workflows such as sickness self-certification and return to work to be rolled out. The Service is currently in negotiation with relevant groups of staff, in relation to the planned changes to shift systems (IRMP 1 and 2 Projects), with the target completion continuing in line with the January 2017 deadline. Discussions with the Police are currently taking place to identify any areas of collaboration for inclusion in the refurbishment of the Telford Central site (IRMP3 Project). This has caused the project to stall slightly, but it is hoped this will be progressed again by the end of the year.	2020 (to be reviewed every 12 months)

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Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
ICT	2	ICT will • Provide Improved provision of management information throughout the Service (SharePoint, BI, System Administrators); • Continue to replace all analogue communications with digital to improve communications and collaboration; and • Address IT Change Management issues.	Sally Edwards	• Improvements in management information continues now that the System administrators are in post for CFRMIS and Resourcelink. The building of the Data Warehouse is near to completion for HR, Training, Retained and incidents. The next stage is building reports and dashboards. • Research continues into digital options taking into account coverage and resilience. Trials are planned for October. • A number of communication channels are used to raise awareness, and a number of training and coaching methods are being implemented to improve adoption rates. This is reviewed through Service Transformation Board.	March 2017
Health and Safety	3	Improve the ability to electronically record, monitor and audit the following processes: • Electronic Individual Development Records for Officers and Firefighters(EIDR's); • On station trainers' reviews; • Training and Assurance Centre Instructors' reviews. The use of SharePoint will be explored for this purpose.	Andy Johnson	Work is progressing well against all of these elements, with SharePoint playing a significant role where appropriate. Officers remain optimistic about the April 2017 deadline being met.	April 2017

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A&PM 15.09.16

Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
Operations	4	The process required to ensure our fireground information is maintained in a format that is accessible, timely and accurate is outdated and needs replacing to ensure it takes advantage of the changes being made nationally.	Andy Johnson	The project to replace current property information systems is still in the planning stage, with a preferred option close to being agreed. Once this is agreed upon, then a full project plan will be developed and implemented. The April 2018 deadline should be met, including 12 months bedding in for the new system.	April 2018
Payroll Systems Review	5	Review current internal payroll processes, identify improvements and implement. Continue to develop ResourceLink to improve efficiency. Review current processes/ communications links between the Service and payroll provider to generate further improvements.	Louise McKenzie/ Joanne Coadey	Considerable work has now been done in this area. Review meetings continue with the provider and a System Administrator has been appointed for ResourceLink. Retained Pay remains the focus for future improvement and will be dealt with under a Service Transformation workpackage.	Managed through STP
Operational Assurance (OpA)	6	New guidance has been issued. Officers are currently reviewing the guidance with a view to undertaking a self-assessment and peer review early next year.	Rod Hammerton	The Service is now making preparations to undertake a self-assessment in 2016 that incorporates the themes of the new Fire Service Reform Programme looking not only at operational performance but also governance, transparency and culture. This is intended to develop the work of OpA and look forward to the Home Office appointed independent inspection regime.	Nov 2016