

Annual Governance Statement 2014/15 Improvement Plan

Report of the Chief Fire Officer

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1 Purpose of Report

This report summarises the progress made to date against the improvements contained in the Annual Governance Statement (AGS) Improvement Plan 2014/15.

2 Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2014/15.

3 Background

The Fire Authority has delegated authority to the Audit and Performance Management Committee to consider and approve the Statement of Accounts for 2013/14. This was agreed at the September meeting of the Committee.

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 these improvements are progressed during the coming year (the AGS Improvement Plan 2014/15).

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

4 Monitoring Progress against the AGS Improvement Plan 2014/15

A copy of the AGS Improvement Plan 2014/15 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 due to changes in the external environment that guides the work of officers, 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 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 2014/15 Improvement Plan contains 7 areas for improvement. Progress against each of the work packages is detailed briefly 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 2014/15

11 Background Papers

There are no background papers associated with this report.

Annual Governance Statement Improvement Plan 2014/15

Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
Hereford and Worcester Memorandum of Understanding	1	Continue with the work with HWFRS on the MOU through the following work packages: 1. Virtual Private Network (VPN)/Fixed Link 2. Communication Control Interface (CCI) 3. Standardisation of icons on the Integrated Communication Control System (ICCS) 4. Fall-back arrangements with Cleveland Fire Brigade 5. Standardisation of mobilising procedures 6. Standardisation of operational procedures	Louise McKenzie	Good progress has been made to date and the project is scheduled to complete in December 2014. The VPN link has been established and CCI work is being done imminently, following the installation of the fixed line on 21 October. Fall-back arrangements have been put in place and tested with Cleveland Fire Brigade, including the installation of a fixed line. Standardisation of mobilising and operational procedures has commenced and will be ongoing beyond the end of the project plan.	December 2014
Service Transformation Programme	2	Year three of the Programme Plan was agreed by STP Board at its meeting on 7 May. All the Work Packages and Projects Plans have been identified and resources allocated against them. The main overarching areas of delivery are associated with the development of Resourcelink, SharePoint Implementation, Mobile Working Activities, Improvements to the Command and Control System and Building Improvements. Reports on Programme Benefits will be reported to the committee as reviews are undertaken.	Ged Edwards	All Projects/Work Packages are being monitored and progress is reported to the Programme Board. Development work continues on SharePoint with the roll out of the Information Portal almost complete. Resourcelink development work is continuing in the Human Resources and Training Departments. Mobile Working activities continue and the first phase of the tablet device roll out has been completed. The new build of the Command and Control software is complete and has been tested in the test environment. Live roll out will commence once the new Wide Area Network has been installed. A benefits review has commenced and a report will be forwarded to the next committee meeting in March.	Ongoing. The Programme has now entered year 3 of a 5 year programme

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Integrated Risk Management Plan (IRMP)/ 20:20 Review	3	<p>To ensure the Service is able to deliver the 20:20 process, which involves a series of reviews, consultations and decisions, it is being managed as a project, which will include:</p> <ol style="list-style-type: none"> 1. Undertaking a thorough review of the Authority's Strategic IRMP; 2. Planning to meet the demands of a much reduced budget, by ensuring the Service's Public Value process looks further into the future; and 3. Meeting the requirements of the new Fire and Rescue Service National Framework Document. 	Andy Johnson	<p>With Phase 3 consultation completed, the Strategic Risk and Planning (StRaP) Group made recommendations to the Strategy and Resources Committee, which were accepted by the Fire Authority at its October meeting.</p> <p>The changes to the document, based on consultation feedback, are being made. The IRMP Action Plan for the coming year will be created and then both documents will be published in April 2015. Approval for these will come to the StRaP Group in January / February 2015.</p>	Phase 3 – May to October 2014
ICT Network infrastructure	4	<p>Following previous ICT internal audit reports the Service will continue to invest in hardware and communication technologies that:</p> <ol style="list-style-type: none"> 1. Ensure ICT systems are continuously available and failsafe; 2. Improve ICT processes and procedures in supporting the day-to-day function of the department; and 3. Enable employees to work from any location, on any device and over any connection. 	Sally Edwards	<ol style="list-style-type: none"> 1. There are two distinct areas of work that have been undertaken. New hardware has been installed and this has been configured to remove any single points of failure. The Active Directory is used to manage the network and there are changes being implemented that will improve security to reduce the likelihood of unauthorised access. 2. New policies and procedures have recently been introduced for mobile working. This is being reviewed this year by internal audit. 3. Direct Access has been implemented that provides seamless remote access. There are Surface Pro 3 Tablets currently being deployed to SMT and the flexi duty officers. This is a lightweight, versatile device that enables better productivity. 	Work is ongoing and will provide continual improvements, which are monitored through the Service Transformation Programme

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Health and Safety Management	5	Implement the action plans following the review of the Health and Safety Executive consolidation report, based on the eight inspections completed in 2009/10	Andy Perry	Continued progress has been made against the outstanding recommendations incorporating the new Level I Incident Command Training Programme and Level II Incident Command Assessments. These are still in their infancy and may be amended in line with any ICT changes to the Service's Management Information Systems which are currently being reviewed. This will, in some areas, prolong the recording, monitoring and auditing elements of the HSE Consolidation Report Action Plan.	September 2015
Outcomes of Operational Assurance Assessment (OpA)	6	Closedown report, including proposal for the next OpA process, will go to the committee in March 2015. Carry out OpA exercise in 2015 and implement any recommendations	Rod Hammerton	Process now handed over to new Deputy Chief Fire Officer (DCFO) for progression against current plan. The DCFO is currently reviewing which elements remain relevant, whilst retaining a view to complete the action in line with existing plans.	March 2015
Payroll Systems Review	7	Review and improve payroll systems	Louise McKenzie/ Joanne Coadey	Some progress has been made strengthening the controls around flow of data between the Service and Payroll. Staff are beginning to look at the entire payroll process, to review controls across all teams and between the two authorities.	Managed through the Service Transformation Programme