

Annual Governance Statement 2013/14 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 2013/14.

2 Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2013/14.

3 Background

The Fire Authority has delegated authority to the Audit and Performance Management Committee to consider and approve the Statement of Accounts for 2012/13. This was agreed by the Committee at its meeting in September 2013.

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 2013/14).

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

4 Monitoring Progress against the AGS Improvement Plan 2013/14

A copy of the AGS Improvement Plan 2013/14 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 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 2013/14 Improvement Plan contains six areas for improvement. Progress against each of the work packages is detailed briefly in the appendix.

Work on the six individual projects within the Hereford and Worcester Fire and Rescue Service (HWFRS) Memorandum of Understanding (MOU) Programme continues to be delivered and monitored. All costs and associated future savings have been shared with, and acknowledged by, representatives from Communities and Local Government (CLG) and the Chief Fire Officer Association (CFOA) National Resilience Team.

The Service Transformation Programme has entered year 3 and the Service is starting to realise the benefits of earlier implementations. Benefits will be reported to this Committee as reviews are undertaken.

Phase 3 of Integrated Risk Management Planning 2020 consultation has commenced.

Now that the network infrastructure has been refreshed a number of mobile working solutions are being implemented throughout the Service.

Good progress has been made against the outstanding recommendations from the action plans devised following the review of the Health and Safety Executive consolidation report.

Proposals for the next Operational Assurance (OpA) process, will be brought to this Committee in March 2015.

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 2013/14

11 Background Papers

There are no background papers associated with this report.

Annual Governance Statement Improvement Plan 2013/14

Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
Hereford and Worcester Memorandum of Understanding	1	<p>Hereford and Worcester and Shropshire and Wrekin Fire and Rescue Authorities have now procured and implemented command and control systems from the same supplier.</p> <p>The MOU seeks to develop plans to align fully the two new systems, to create a single virtualised data system, which will be capable of being operated from control rooms located in Worcester and Shrewsbury.</p> <p>The deployment of a fully integrated solution with common operating procedures offers improved resilience and broader operational benefits to both Services.</p>	Louise McKenzie	<p>The MOU Programme Board, made up of officers from Shropshire Fire and Rescue Service and Hereford and Worcester Fire and Rescue Service, continues to meet monthly, providing strategic scrutiny, monitoring of progress and overall governance/assurance of the programme. The full scope of the Programme has been endorsed and signed off by the Programme Board and work on the six individual projects making up the Programme continues to be delivered and monitored.</p> <p>This scope and all associated technical plans have been shared with representatives from CLG and the CFOA National Resilience Team. As a result, the expected benefits and all costs and associated future savings have been acknowledged and were published by CLG within its six-monthly 'Future Control Room Services Scheme' National Summary in March 2014.</p> <p>In May 2014 a fixed link to Cleveland FRS was established as part of a wider tripartite agreement augmenting the MOU.</p>	December 2014

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Service Transformation Programme	2	The first year of the Service Transformation Programme has included a series of reviews culminating in the development of an information management strategy and a roadmap for delivery. The second year of the Programme will involve the implementation of a number of key systems to support the delivery of the strategy. This includes the introduction of a document management system and the upgrade of the people management and fire safety systems. The Programme will aid in embedding and supporting appropriate systems to ensure the most efficient use of our resources.	Ged Edwards	Year three of the Programme Plan was agreed by STPB 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 Audit and Performance Management Committee as reviews are undertaken.	Ongoing Brought forward from the 2012/13 Improvement Plan
Integrated Risk Management Plan (IRMP)/ 2020 Review	3	To ensure the Service is able to deliver the 2020 process, which involves a series of reviews, consultations and decisions, it is being managed as a project, which will include: <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 3. Meeting the requirements of the new Fire and Rescue Service National Framework Document 	Andy Johnson	IRMP 2020 Phase 3 consultation has now started with members of the StRaP Group attending many presentations with staff around the County. The results from this process will go to the October Fire Authority meeting. Members can access the online consultation tools through the Service's website at: www.shropshirefire.gov.uk	Phase 3 – May to October 2014

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ICT Network infrastructure	4	<p>Following previous Information and Communication Technology (ICT) internal audit reports the Service will continue to invest in its corporate infrastructure:</p> <ol style="list-style-type: none"> 1. To ensure the infrastructure is optimised for high availability; 2. To improve and embed processes and procedures for preventative measures that prevent, mitigate and prepare for ICT emergencies; and 3. To enhance the infrastructure with scalable technologies that provide employees with better mobility and accessibility to systems while carrying out their duties. 	Sally Edwards	<ol style="list-style-type: none"> 1. The network infrastructure was refreshed in early 2014 and will continue to be reviewed as different solutions are implemented to ensure it is robust, resilient and the latest technologies are used. 2. The final IT audit follow-up report 2013-14 has been issued with 15 outstanding recommendations out of the 35 in the first report demonstrating good progress. The follow on actions will continue throughout the summer so that they have all been addressed by autumn 2014. 3. A number of work packages are being issued as part of the Service Transformation Programme that will implement mobile working solutions now that the network infrastructure has been refreshed. 	Ongoing throughout 2013/14
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	Good progress has been made against the outstanding recommendations including the new Level I Incident Command Training programme. These are in their infancy and may be amended in line with any ICT changes to the Services Management Information Systems. There were some delays due to the changes in the Service relating to Incident Command training provision and our IT system review of monitoring and auditing.	Ongoing Brought forward from the 2012/13 Improvement Plan

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Outcomes of Operational Assurance Assessment	6	Implement the outcomes of the 2012 Operational Assurance peer review report	Andy Johnson	Update report was taken to March's Audit and Performance management Committee meeting. Close down report, including proposal for the next OPA process, will go to that Committee in March 2015.	Ongoing throughout 2013/14