

# Annual Governance Statement Improvement Plan 2018/19

## 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 2018/19.

### 2 Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2018/19.

### 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 2017/18 at its July 2018 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 2018/19).

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

## **4 Monitoring Progress against the AGS Improvement Plan 2018/19**

A copy of the AGS Improvement Plan 2018/19 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 the work, 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 (SMT) or Service Transformation Board (STB), if they require any variations to the current Plan. Such variations will also be reported to this committee.

## **5 Progress to Date**

The 2018/19 Improvement Plan contains six 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 2018/19

## **11 Background Papers**

There are no background papers associated with this report.

## Annual Governance Statement Improvement Plan 2018/19

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
People	1	Continue to deliver the people strategy including the Wholetime and Fire Control shift changes. Carry out a review of the Retained Duty Service (RDS).	Germaine Worker Kevin Faulkner Simon Hardiman	<p>The Wholetime shift change is progressing towards the signing of a collective agreement. The agreement is with the FBU Executive Council for consideration in the first week of December. The integrated crewing element of the project has progressed with the adverts for applications for this role.</p> <p>The Fire Control Quarter 3 review has now taken place with positive results continuing. Fire Control leave for 2019 will be in accordance with the Flexible Rostering System with a recommendation to be taken to the Fire Authority in Quarter 1 of 2019.</p> <p>The scope of Retained Duty System review, now renamed Retained Sustainability Project, has now been agreed by SMT, the work on this project has been delayed while resources have been supporting the introduction of On Call Fire Service Rota (FSR) roll out. It is anticipated that this project will start in earnest before the end of 2018.</p>	March 2019

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
Process	2	Through the Service Transformation Programme continue to replace paper-based processes with streamlined electronic workflows including standard test and reporting systems (STARS), provision of operational risk information systems (Poris), Electronic Individual Development Record (EIDR) and operations department procedures.	Kevin Faulkner Simon Hardiman Ged Edwards	<p>The Risk Management System has now gone live and is being used by operational staff. Following a lengthy pilot of the standard test and reporting system (STARS), the Service is looking to make best use of those elements of the system that have been proven to work effectively and is looking to alternative options to cover the other functions, such as defect reporting.</p> <p>The Service is looking to streamline EIDRs with LEO as a total learning management package.</p>	March 2019
Systems/ Infrastructure	3	<p>Through the Service Transformation Programme Implement HR, Finance, Payroll, Training, Retained Payments &amp; Systems.</p> <p>Improve security of the corporate network and continue to support the implementation of Emergency Services Network (ESN).</p>	Ged Edwards Germaine Worker Joanne Coadey Sally Edwards Kevin Faulkner	<p>Finance – The migration to the Agresso system took place at the beginning of September. The migration was successful, with supplier payments now being made from the new system, The Finance team are utilising the system currently, but the rollout to other officers and budget holders has been delayed due to the data migration and testing required prior to the implementation of the new HR and Payroll system in January. Rollout of Agresso will resume in the New Year.</p> <p>All stations are now using Fire Service Rota (FSR) for staff availability. 7 stations are piloting electronic retained payments. A system development to capture additional hours is now due for release. Following this release the pilot will be rolled out to all stations.</p> <p>Comparison of electronic system outputs will be compared against the manual process for accuracy before a final cut over is agreed.</p>	March 2019

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
				Network security for ESN – the majority of the remedial work has been completed. Any outstanding work has external dependencies but should be completed by early 2019.	
Building Facilities	4	<p>Deliver the property strategy.</p> <p>To include Telford Central, Clun and Much Wenlock refurbishments.</p>	Andrew Kelcey	<p>The redevelopment of Clun is complete, and the building is occupied. There are some snagging works outstanding, and the final account is to be agreed.</p> <p>Works are on site at Much Wenlock, with works due for completion in March 2019.</p> <p>A Technical Project Manager has been appointed for Telford, and we are now in the process of appointing an Architect.</p>	March 2019
Appliances/ Equipment	5	<p>Deliver the fleet and equipment strategy.</p> <p>To include the introduction of five pumping appliances and the Incident Command Vehicle.</p>	Kevin Faulkner Simon Hardiman Andrew Kelcey	<p>The Incident command vehicle has been delayed due to a waiting list for a new Mercedes chassis on which the vehicle will be built. Options for Incident command software are currently underway and will be purchased prior to the vehicle arriving to ensure Command Support crew are proficient in its functionality which will assist when the vehicle goes live.</p> <p>Scania Chassis for the new pumping appliances have been delivered to the bodybuilder, and construction of the first 2 appliances has started.</p> <p>A specification has been prepared for modification of the current whole-time appliance to RDS specification, and a procurement process is planned.</p>	March 2019

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
Collaboration	6	Develop the strategic alliance programme plan.	Guy Williams	The Strategic Alliance Plan with Hereford and Worcester Fire and Rescue Service (H&WFRS) has been created and agreed between the two Chief Fire Officers (CFO's). Several key strands / work streams have been identified. These will be reviewed and where the benefits can be identified then resulting projects will be implemented. This process is currently being designed as part of a Strategic Alliance Programme Plan. Three key areas are currently underway. An external review of Information Communications and Technology (ICT) across both Service's is being undertaken which will provide significant guidance as to how both Service's ICT design might look in a Fire Alliance. The other 2 priority areas are Fire Control (enhancing capacity and resilience) and Operational policy.	April 2023 4-5 year plan.