

Annual Governance Statement Improvement Plan 2020/21

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 2020/21.

2 Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2020/21.

3 Background

In accordance with authority delegated to it by the Fire Authority, the Standards, Audit and Performance Committee considered the draft Statement of Accounts 2019/20 at its September 2020 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 2020/21).

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

4 Monitoring Progress against the AGS Improvement Plan 2020/21

A copy of the AGS Improvement Plan 2020/21 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 2020/21 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 2020/21

11 Background Papers

There are no background papers associated with this report.

Annual Governance Statement Improvement Plan 2020/21

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 Shaun Baker	The collective agreement is with the FBU regional/national committee. There has been no further progress on this due to the ongoing Covid activities on both the Service and FBU sides. The Retained Sustainability Project is now underway with staff consultation taking place. This project will report through STB.	July 2021
Process	2	Through the Service Transformation Programme continue to replace paper-based processes with streamlined electronic workflows. Following migration to the new Finance, Payroll and electronic retained payments systems – develop internal processes to ensure full functionality and compliance within these systems.	Kev Faulkner Shaun Baker Ged Edwards Joanne Coadey	New ways of working within the Finance Dept – currently working within the updated Agresso Phase 2 project plan. All authorisers are now live on Agresso and purchase orders are also being rolled out. Some processes have been improved and an exercise has been undertaken to confirm that procedure notes are accurate and complete. Regular reviews of internal audit recommendations are being held in readiness for audit at the end of the year.	July 2021

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
Systems / Infrastructure	3	<p>Improve security of the corporate network and continue to support the implementation of Emergency Services Network.</p> <p>Introduce Integrated Communications Control System (ICCS).</p> <p>Complete Fire Service Rota (FSR) implementation.</p> <p>Introduce the time and attendance system.</p> <p>Collaborate with Hereford and Worcester Fire and Rescue Service on the Learning Environment Online (LEO) system.</p> <p>Implement training activities synchronisation between LEO and EIDRs.</p> <p>Improve security and resilience of the infrastructure by replacing equipment that is reaching end of life with the latest emerging trends in technology.</p>	<p>Ged Edwards Sally Edwards Kevin Faulkner Shaun Baker</p>	<p>The server and storage infrastructure has now been replaced with hyper-converged technology. This is a software-defined environment that consolidates all aspects of an enterprise cloud platform. There is a single administrative platform that makes management of the corporate network much easier and in turn improves resilience.</p>	<p>July 2021</p>
Building Facilities	4	<p>Deliver the property strategy. To include Telford Central, refurbishment. Introduce improvements to station access and security at all SFRS sites.</p>	<p>Andrew Kelcey Sally Edwards</p>	<p>Telford works are currently being tendered, with returns planned for mid-December.</p> <p>Planning applications have been submitted, and approval received for works to provide improved welfare and fitness facilities at Ellesmere, Whitchurch and Market Drayton. Tender documents are being revised to address an issue with access for works on the boundary.</p> <p>Tenders are planned for issue in December.</p>	<p>July 2021</p>

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
Appliances / Equipment	5	<p>Deliver the fleet and equipment strategy. To include the introduction of three pumping appliances.</p> <p>Undertake benefits review of the Incident Command Vehicle.</p> <p>Deliver the Service improvement workstreams of the Response Capability Programme Board.</p>	<p>Kevin Faulkner Shaun Baker Andrew Kelcey</p>	<p>Tenders for appliances have been reissued following further market engagement and specification revisions. Tenders are due for return at the end of December.</p>	<p>July 2021</p>
Collaboration	6	<p>Develop the strategic alliance programme plan. Commence work on the new Community Risk Management Plan/ Integrated Risk Management Plan (CRMP/IRMP).</p>	<p>Guy Williams</p>	<p>Fire Control At the Programme Delivery Board on 4 May 2020, it was agreed that this project be deferred, but kept under review, whilst resources are diverted to support operational activities in relation to COVID-19. The process and governance for resuming and moving the project forward is currently being planned. New SRO are being allocated.</p> <p>ICT Change Manager Mark Jarvis is working on Wide Area Network (WAN) and Helpdesk System plus software evaluation work is being progressed. This is supported by an ICT Strategy. New SRO are being allocated.</p> <p>Procurement Officers have drawn up a procurement strategy that has been approved by the Alliance Board. The strategy will support the ongoing delivery of tangible results through establishing a timetable of future needs and opportunities. Work is underway in Service</p>	<p>July 2021</p>

Area of Review		Improvement Required	Lead Officers	Progress to date	Completion date
				<p>to embed consideration and assessment of joint procurement at every opportunity. This also includes recording benefits and identifying upstream opportunities.</p> <p>IRMP This project is on target and final reports on consultation process and findings will be presented to CFA in December 2020.</p>	