

## Fire Authority Work Plan 2021/22

### Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260205 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

### 1 Purpose of Report

This report reviews progress against the Fire Authority's 2020/21 Work Plan and puts forward a 2021/22 Work Plan for consideration and approval by Members.

### 2 Recommendations

Members are asked to:

- a) Note progress made against the Fire Authority 2020/21 Work Plan, as detailed at paragraph 4 of this report; and
- b) Approve the 2021/22 Work Plan (attached at the appendix to this report), subject to any amendments / comments they may wish to make.

### 3 Background

Since March 2009 the Fire Authority has approved an annual Work Plan. The Plan sets out, in a structured way, what its activities will be throughout the year, thus ensuring that its legal obligations and constitutional responsibilities are carried out in a timely manner, that no deadlines are missed and that, as far as possible, business is distributed fairly evenly between its four meetings each year.

### 4 Review of 2020/21 Work Plan

Having carried out a review of the 2020/21 Work Plan, officers can confirm that all actions, listed in the Plan, have been carried out or are on the agenda for this meeting of the Fire Authority.

## **5 Proposed 2021/22 Work Plan**

During the review of the 2020/21 Work Plan officers also considered what activities should be included in the 2021/22 Work Plan, taking into account any recent developments. Attached at the appendix to this report is a draft 2021/22 Work Plan, outlining all of the actions which, it is expected, the Fire Authority will need to carry out during the coming year.

The Fire Authority is asked to provide any comments or suggestions regarding the attached draft Work Plan and approve the contents.

## **6 Financial Implications**

There are no direct financial implications attached to the approval of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Fire Authority as necessary, detailing those specific implications.

## **7 Legal Comment**

The Fire Authority is not legally required to have in place a Work Plan. This is, however, considered to be good practice.

The decision to approve the Work Plan will not affect the discretion of the Authority during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

## **8 Initial Impact Assessment**

This report merely sets out the Fire Authority's Work Plan for the coming year. An Initial Impact Assessment is not, therefore, required.

It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan, which would be completed at the appropriate time.

## **9 Equality Impact Assessment**

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Personnel 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising specifically from this report. An Initial Equality Impact Assessment has not, therefore, been completed.

Again, it is possible that such assessments may be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

## **10 Appendix**

Proposed Fire Authority Work Plan 2021/22

## **11 Background Papers**

There are no background papers associated with this report.



## Shropshire and Wrekin Fire and Rescue Authority Draft Work Plan 2021/22

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Elect Chair and Appoint Vice-Chair for the Fire Authority and its various Committees and Working Groups	Fire Authority	Annual Meeting June 2021
2	Allocate seats to political groups, appoint Members to Committees and outside bodies, and Member Champions	Head of Human Resources (HR) and Administration / Executive Support Officer (ESO)	Annual Meeting June 2021
3	Review all Committee terms of reference	Head of HR and Administration / ESO	Annual Meeting June 2021
4	Review Standing Orders for: <ul style="list-style-type: none"> <li>• Regulation of Proceedings and Business</li> <li>• Contracts</li> </ul>	Head of HR and Administration / ESO Head of Resources	Annual Meeting June 2021
5	Review Scheme of Delegation to Officers	Head of HR and Administration / ESO	Annual Meeting June 2021
6	Review and agree Member Role Descriptions (excluding those of Committee Chairs and Vice-Chairs and Member Champions)	Head of HR and Administration / ESO	Annual Meeting June 2021
7	Agree Meeting Schedule for June 2021 to May 2022	Executive Support Officer	Annual Meeting June 2021

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
8	Receive report on financial performance for final quarter of 2020/21 and approve any actions	Head of Finance	Annual Meeting June 2021
9	Receive outlook report on the Statement of Accounts 2020/21 and approve any virements arising	Treasurer and Head of Finance	Annual Meeting June 2021
10	Receive report on the 2022/23 strategic planning process timetable	Planning, Performance and Communications Manager	Annual Meeting June 2021
11	Receive annual report on partnerships and collaborative working	Head of Transformation and Collaboration	Annual Meeting June 2021
12	Receive the annual corporate risk management summary report	Member Champion for Risk Management and Audit and Planning, Performance and Communications Manager	Annual Meeting June 2021
13	Approve the Fire Authority's Code of Corporate Governance, following review by officers and the Standards, Audit and Performance Committee	Planning, Performance and Communications Manager and Head of Finance	Annual Meeting June 2021
14	Review Delegations for <ul style="list-style-type: none"> <li>• Firefighter Pension Schemes</li> <li>• Local Government Pension Scheme</li> </ul> and agree any amendments required	Head of HR and Administration	Annual Meeting June 2021
15	Receive Strategic Fire Alliance Update report	Chief Fire Officer and Head of Transformation and Collaboration	Annual Meeting June 2021

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
16	Review Financial Regulations Standing Orders	Head of Finance	October 2021
17	Receive the Annual Review (Annual Statement of Assurance) 2020/21, including details of progress made against the Aims, Measures and Targets set out in the Annual Plan 2020/21	Assistant Chief Fire Officer (Service Support) and Planning, Performance and Communications Manager	October 2021
18	Receive Strategic Fire Alliance Update report	Chief Fire Officer and Head of Transformation and Collaboration	October 2021
19	Approve any actions set out in report on financial performance and note any virements, including the Annual Treasury Review 2021/22	Treasurer and Head of Finance	December 2021
20	Receive recommendations from the Strategy and Resources Committee and consider 2022/23 and later years' revenue and capital budgets	Treasurer and Head of Finance	December 2021
21	Receive recommendations from the Strategy and Resources Committee and review, where relevant: <ul style="list-style-type: none"> <li>• Base budget plus committed change;</li> <li>• Pay and prices assumptions;</li> <li>• Efficiencies 2022/23 and forward budgets;</li> <li>• Service developments 2022/23;</li>   <li>• Capital Programme 2022/23 to 2025/26; and</li> <li>• Provisions, reserves and funds</li> </ul>	<ul style="list-style-type: none"> <li>• Treasurer and Head of Finance</li> <li>• Treasurer and Head of Finance</li> <li>• Treasurer and Head of Finance</li> <li>• Chief Fire Officer and Planning, Performance and Communications Manager</li> <li>• Treasurer and Head of Finance</li> <li>• Treasurer and Head of Finance</li> </ul>	December 2021

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
22	Receive: <ul style="list-style-type: none"> <li>• Update on grant settlement</li> <li>• Report on 2022/23 and Later Years Budget Summary</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Fire Officer</li> <li>• Treasurer and Head of Finance</li> </ul>	December 2021
23	Receive Strategic Fire Alliance Update report	Chief Fire Officer and Head of Transformation and Collaboration	December 2021
24	Agree Fire Authority Work Plan 2022/23	Head of HR and Administration	February 2022
25	Approve any actions set out in report on financial performance and note any virements	Treasurer and Head of Finance	February 2022
26	Agree revenue budget and capital programme budget recommendations, including Prudential Guidelines	Chief Fire Officer, Treasurer and Head of Finance	February 2022
27	Agree a Minimum Revenue Provision Policy and Treasury Management Practices for 2022/23	Treasurer and Head of Finance	February 2022
28	Agree the 2022/23 budget; Council Tax levels for 2022/23; and precepts on billing authorities	Treasurer and Head of Finance	February 2022
29	Agree increases in charges made for special services following the annual review by officers	Head of Finance	February 2022
30	Approve the outline contents of the Fire Authority's 2022/23 Annual Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2022/23 and the final content and layout of the Annual Plan	Assistant Chief Fire Officer (Service Support)	February 2022



	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
31	Review the Pay Policy Statement	Head of HR and Administration	February 2022
32	Agree Members' Allowances Scheme for 2022/23	Head of HR and Administration	February 2022
33	Receive Strategic Fire Alliance Update report	Chief Fire Officer and Head of Transformation and Collaboration	February 2022
34	Ensure provision of appropriate training for all Members	Chief Fire Officer, Head of HR and Administration and Development Officer	Ongoing
35	Receive monitoring reports on Equality and Diversity, as appropriate	Member Champion and Equality, Diversity and Inclusion Officer	Ongoing