

# Annual Governance Statement Improvement Plan 2022/23

## Report of the Chief Fire Officer

For further information about this report please contact Simon Hardiman, Chief Fire Officer, on 01743 260201 or Ged Edwards, Planning, Performance and Communications Manager, on 01743 260208.

## 1 Executive Summary

This report summarises the progress made to date against the improvements contained in the Annual Governance Statement (AGS) Improvement Plan 2022/23.

## 2 Recommendations

The Committee is asked to note the progress made on the 2022/23 Annual Governance Statement Improvement Plan

## 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 2021/22 at its December 2022 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 2022/23). This Committee is responsible for monitoring the progress, which the Service makes against the Plan.

## **4 Monitoring Progress against the Annual Governance Statement Improvement Plan 2022/23**

A copy of the AGS Improvement Plan 2022/23 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 Programme Board (SPB), if they require any variations to the current Plan. Such variations will also be reported to this committee.

## **5 Conclusions**

The Committee is asked to note the progress made on the 2022/23 AGS Improvement Plan.

## **6 Financial Implications**

Any significant budgetary implications, brought about by the improvements proposed in the Improvement Plan, have already been considered, either as part of the Fire Authority's budget planning process or within each Department's business planning process.

## **7 Legal Comment**

The AGS is a legal requirement under the Code of Practice on Local Authority Accounting in the United Kingdom and must be included in the Fire Authority's Annual Statement of Accounts

## **8 Equality Impact Assessment**

There are no equality or diversity implications arising from this report. An e-EQIA is not, therefore, required.

## **9 Appendix**

Annual Governance Statement Improvement Plan 2022/23.

## **10 Background Papers**

There are no background papers associated with this report.

## Annual Governance Statement Improvement Plan 2022/23

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
<b>People</b>	1	<p>Continue to deliver the people strategy including the Wholetime and Fire Control shift changes.</p> <p>Produce and implement the actions identified in the On-Call Sustainability Review</p> <ul style="list-style-type: none"> <li>• Migration</li> <li>• Pay</li> <li>• Contracts</li> </ul>	<p>Marc Millward Alec Thomas</p>	<p>Wholetime shift system pilot finished in January 2023. The March 2023 Service Management Team report detailed the improvements, challenges and learning captured from the pilot. An End Project Report has been completed and will be presented to Project Board.</p> <p>The reports recommended forming a Wholetime Shift System Working Group to continue with evaluation of the changes and identify further opportunities. They also recommended a Training Delivery Working Group to review the current training delivery model, assess the impact upon wholetime operational availability, evaluate the expectations made by the Service of On-call Firefighters and make recommendations to improve productivity and efficiency. Both groups will report their findings to Operations Board in July 2023.</p> <p>Collective Agreement has been shared with the Service Management Team and Fire Brigades Union for comment.</p> <p>Project Manager (Alec Thomas) in place and establishing the priority of work packages that can be delivered.</p>	2022/23

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
				<p>The alerter project has been progressed with a commitment from the Service to issue new alerter to all On Call staff.</p> <p>Internal Transfer Process was completed in March 2023. 8 x On Call Firefighters will be making the transition to wholetime in May 2023.</p>	
<b>People</b>	2	Adopt the new fitness standard whilst assisting with the implementation of fitness support facilities via the refurbishment programme.	Marc Millward Chris White	<p>New brigade order is now in place and the Service are benefitting from the personnel changes made by the Fitness Assessment provider.</p> <p>Feasibility study of station fitness facilities has been completed. It has been agreed to run a trial at Baschurch Station using a stand-alone 'fitness pod'. Following completion of the trial this will be rolled out to a number of stations across the estate.</p>	2022/23
<b>Process</b>	3	Through the Service Transformation Programme continue to replace paper-based processes with streamlined electronic workflows.	Ged Edwards	This activity will be progressed once a Business Analyst has been recruited into the Service. The recent departmental review identified the need to recruit a business analyst to support this activity. A job description has been developed and has been evaluated through the Skills For Information Age (SFIA) framework. Budgets are currently being reviewed in order to assess how this post and others within the review will be funded.	2022/23
<b>Systems/ Infrastructure</b>	4	Continual improvement of network security to a standard for adopting the implementation of the Emergency Service Network that guards against cyber threats and minimises disruption to daily operations.	Ged Edwards Sally Edwards Marc Millward	A cyber risk assessment currently being carried out of 20 Fire and Rescue Services through the National Fire Chief's Council (NFCC). Shropshire is one of those 20 Services. The results will complement current arrangements to mitigate against cyber threat.	2022/23

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
		Enhance the workflows in Fire Service Rota (FSR) to incorporate as many pay elements as possible so that manual processes are removed.		A recruitment process is currently underway for a Fire Service Rota (FSR) administrator. Once in post enhancements to FSR will be delivered through the On Call Sustainability Project.	
<b>Building Facilities</b>	5	Deliver the property capital schemes including the Telford Central Fire Station redevelopment project. Introduce improvements to station access and security at all SFRS sites. Review training facilities across the estate and consider feasibility study outcomes.	Andrew Kelcey Sally Edwards Adam Matthews	Telford Central refurbishment is continuing. Supply chain and technical issues are being identified and managed through a formal project approach. Door and window replacement works have been completed at various sites, including replacement access systems.  Costs are being obtained for additional solar panel installations to improve environmental performance and reduce future energy costs.  Training facilities review feasibility study for the Telford Central (TC) site have been received. Due to ongoing issues at TC and the volatility in the materials market it isn't appropriate to proceed with the initial training centre plans. Work is ongoing to look at the wider training facility estate and will be informed by the On Call Sustainability Project.	2022/23
<b>Appliances / Equipment</b>	6	Deliver the fleet and equipment strategy to include the introduction of new pumping appliances.	Marc Millward Adam Matthews Andrew Kelcey	10 new pumping appliances are now with the Service. Driver an operator training is almost complete.	2022/23

Area of Review		Improvement Required	Lead Officers	Progress to date	Reporting Year
				A specification has been prepared for 9 additional appliances over 3 years, which will be issued through the Telford and Wrekin tendering system shortly.	
<b>Collaboration</b>	7	Support and monitor the strategic alliance programme plan including replacement Command and Control system.	Dan Quinn	A tender process has been run for the replacement Command and Control system. Tender submissions are currently being evaluated with the aim of awarding the contract in June 2023. Planning for the next stages will commence following the contract award.	2022/23