

Strategic Planning Process Timetable 2020/21

Report of the Chief Fire Officer

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1 Purpose of Report

This report outlines how the Service will continue to align service, financial and improvement planning, the result of which will culminate in the 2020/21 budget, publication of the 2020/21 Annual Plan and a one-year extension of the current 2015-20 Action Plan.

2 Recommendations

The Fire Authority is asked to note the contents of the report and agree the timetable set out in the appendix.

3 Background

The strategic planning process is built around a number of dependencies and milestones, which overlap into three key areas: service, financial and improvement planning.

4 Strategic Planning Process

The timetable at the appendix sets out the activities, which will be undertaken by officers over the coming months and outlines the reports and documents that will be presented to Members for approval.

5 Planning Documents

There are a number of documents which fall out of the planning process and a brief summary of each document is given overleaf.

Annual Plan 2020/21

A one-year summary document which outlines the Authority's Strategic Aims, Service Targets, Vision, Purpose and priorities over the coming financial year.

Service Plan 2015 - 2020

A five-year planning document that outlines the Authority's financial strategy to deliver the Service, support the delivery of the Integrated Risk Management Plan (IRMP) and an overview of how the Service will continue to deliver service improvements. The document also includes the five-year action plan of the Service Transformation Programme activities.

Annual Review (Annual Statement of Assurance) 2018/19

Looks back over the previous financial year and summarises how the authority has achieved its aims, priorities and performance against its high-level targets.

6 IRMP Implications

IRMP forms the central foundation of the Service Plan. In December 2018, the Fire Authority agreed to extend the current five-year IRMP by one year. As a result, this year's strategic planning timetable will incorporate a one-year extension of the existing five-year action plan that sits within the Service Plan. In addition, the current Service Performance Indicators and subsequent target setting will also be extended by a year.

7 Financial Implications

There are no direct financial implications associated with this report.

8 Legal Comment

There are no legal implications associated with this report.

9 Initial Impact Assessment

An Initial Impact Assessment has been completed.

10 Appendix

Strategic Planning Process Timetable 2020/2021.

11 Background Papers

There are no background papers associated with this report.

Strategic Planning Process Timetable 2020/21

Month	Activity
June 2019	<p>Fire Authority</p> <ul style="list-style-type: none"> • Receives the strategic planning process timetable 2020/21. • Considers key issues arising from the final accounts. • Budget carry forwards, reserves and provisions are reported. • Officers seek Member approval of the rationale to be used for target setting against the Service's 2020/21 performance indicators. <p>The following activities commence in July and continue throughout the year:</p> <p>Officers review revenue and capital budgets, together with financial plans with partner organisations.</p> <p>Service Management Team (SMT) and Strategy and Resources Committee (S&R) receives regular reports on capital and revenue spending / efficiencies (including pay guidelines).</p> <p>Service Transformation Programme Board (STPB) meets regularly to monitor Programme progress.</p> <p>Budget Management Board (BMB) reviews budgets and discusses financial matters.</p> <p>The Risk Register is reviewed, together with the level and nature of, and potential calls on, reserves.</p> <p>The Annual Review 2018/19 (Annual Statement of Assurance) is developed.</p> <p>Lead officers and the Risk Management Group (RMG) consider any partnership resource needs.</p> <p>Departmental heads review service pressures and capital programme.</p> <p>Growth bids and project appraisals are developed.</p>
July 2019	<p>Standards, Audit and Performance Committee</p> <ul style="list-style-type: none"> • Approves the Final Accounts, Annual Governance Statement 2018/19 and Improvement Plan 2019. • Receives the quarterly performance monitoring report.
September 2019	<p>Standards, Audit and Performance Committee</p> <ul style="list-style-type: none"> • Considers Draft 2018/19 Annual Report (Annual Statement of Assurance). • Receives the quarterly performance monitoring report.

Month	Activity
November 2019	<p>Strategy and Resources Committee develops 2020/21 service and budget recommendations for the Fire Authority to consider, which include the following:</p> <ul style="list-style-type: none"> i Changes to the base budget, i.e. the net cost of delivering the policies and services currently approved. ii Pay and Prices contingency, i.e. the sum required to meet pay awards and price increases that are not currently known and budgeted. iii Service efficiencies. iv Service growth and savings. v The cost, both capital and revenue, of new, and previously un-approved, capital projects, i.e. new starts scheduled from 2020/21 onwards. vi Changes to reserves and balances.
December 2019	<p>Standards, Audit and Performance Committee receives the quarterly performance monitoring report.</p> <p>Fire Authority receives 2020/21 service and budget recommendations from the Strategy and Resources Committee.</p> <p>Officers develop the 2020/21 Annual Plan and supporting departmental plans.</p>
February 2020	<p>Strategy and Resources Committee finalises budget recommendations for 2020/21, capital programme and prudential guidelines.</p> <p>Fire Authority</p> <ul style="list-style-type: none"> • Approves 2020/21 budget and sets the precept. • Considers the Draft 2020/21 Annual Plan. <p>Officers review Service targets, refine departmental plans and review the 2015/20 5-year Action Plan which will be extended by an additional 12 months.</p>
March 2020	<p>Strategy and Resources Committee agree the Service targets.</p> <p>Chair and Chief Fire Officer agree final version of the Annual Plan 2020/21.</p>
April 2020	<p>Standards, Audit and Performance Committee receives year-end performance report.</p> <p>The Annual Plan 2020/21 and supporting departmental plans come into effect.</p>

Note

The Strategic Advisory Group will be convened throughout the year to consider issues, prior to Strategy and Resources Committee and Fire Authority meetings.