

## Strategic Planning Process Timetable 2025/26

Month	Activity
<b>June 2024</b>	<p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Receives the strategic planning process timetable 2025/26.</li> <li>• Considers key issues arising from the final accounts.</li> <li>• Budget carry forwards and reserves reported.</li> </ul> <p><b>The following activities commence in July and continue throughout the year:</b></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&amp;R) receives regular reports on capital and revenue spending / efficiencies (including pay guidelines).</p> <p>Service Programme Board (SPB) 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 2023/24 (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>
<b>July 2024</b>	<p><b>Standards, Audit and Performance Committee</b></p> <ul style="list-style-type: none"> <li>• Receives the quarterly performance monitoring report.</li> </ul>
<b>September 2024</b>	<p><b>Standards, Audit and Performance Committee</b></p> <ul style="list-style-type: none"> <li>• Approves the Final Accounts, Annual Governance Statement 2023/24 and Improvement Plan 2025.</li> <li>• Considers Draft 2023/24 Annual Report (Annual Statement of Assurance).</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>

<b>October 2024</b>	<b>Fire Authority</b> receive CRMP 2025 – 29 proposals prior to public consultation.
<b>November 2024</b>	<p><b>Strategy and Resources Committee</b> develops 2025/26 service and budget recommendations for the Fire Authority to consider, which include the following:</p> <ul style="list-style-type: none"> <li>i Changes to the base budget, i.e. the net cost of delivering the policies and services currently approved.</li> <li>ii Pay and Prices contingency, i.e. the sum required to meet pay awards and price increases that are not currently known and budgeted.</li> <li>iii Service efficiencies.</li> <li>iv Service growth and savings.</li> <li>v The cost, both capital and revenue, of new, and previously un-approved, capital projects, i.e. new starts scheduled from 2025/26 onwards.</li> <li>vi Changes to reserves and balances.</li> </ul>
<b>December 2024</b>	<p><b>Standards, Audit and Performance Committee</b> receives the quarterly performance monitoring report.</p> <p><b>Fire Authority</b> receives 2025/26 service and budget recommendations from the Strategy and Resources Committee.</p> <p>Officers develop the 2025/26 Annual Plan, Service Plan 2025-29, MTFP 2025-29, CRMP 2025-29 and supporting departmental plans.</p>
<b>February 2025</b>	<p><b>Strategy and Resources Committee</b> finalises budget recommendations for 2025/29, capital programme and prudential guidelines.</p> <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Approves 2025/29 budget and sets the precept.</li> <li>• Considers the Draft 2025/29 Annual Plan, Service Plan 2025-29, MTFP 2025-29 and CRMP 2025-29.</li> </ul> <p>Officers review Service measures and refine departmental plans.</p>
<b>March 2025</b>	<p><b>Strategy and Resources Committee</b> review and if necessary, amend the Service measures.</p> <p>Chair and Chief Fire Officer agree final version of the Annual Plan 2025/26 and accompanying strategic documents.</p>
<b>April 2025</b>	<p><b>Standards, Audit and Performance Committee</b> receives year-end performance report.</p> <p>The Annual Plan 2025/26, Service Plan 2025/29, MTFP 2025-29, CRMP 2025/29 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.