

Annual Governance Statement 2014/15 Improvement Plan

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 2014/15.

2 Recommendations

The Committee is asked to note the progress made against each of the improvements contained in the AGS Improvement Plan 2014/15.

3 Background

In accordance with authority delegated to it by the Fire Authority, the Audit and Performance Management Committee considered and approved the Statement of Accounts 2013/14 at its September 2014 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 2014/15).

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

4 Monitoring Progress against the AGS Improvement Plan 2014/15

A copy of the AGS Improvement Plan 2014/15 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 our work, as well as the internal environment that dictates whether we have the capacity to achieve our 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 or Service Transformation Board, if they require any variations to the current Plan. These changes will also be reported to this committee.

5 Progress to Date

The 2014/15 Improvement Plan contains 7 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 2014/15

11 Background Papers

There are no background papers associated with this report.

Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
Hereford and Worcester (HWFRS) Memorandum of Understanding (MoU)	1	Continue with the work with HWFRS on the MoU through the following work packages: <ol style="list-style-type: none"> 1. Virtual Private Network (VPN) / Fixed Link 2. Communication Control Interface (CCI) 3. Standardisation of icons on the Integrated Communication Control System (ICCS) 4. Fall-back arrangements with Cleveland Fire Brigade 5. Standardisation of mobilising procedures 6. Standardisation of operational procedures 	Louise McKenzie	Good progress continues to be made and DCLG visited for the last time in December and reported being extremely impressed with the project results. The installation of the fixed line remains outstanding due to issues that HWFRS are dealing with. We are awaiting confirmation of an installation date at their HQ. Standardisation of mobilising and operational procedures continues and will do so beyond the end of the project plan.	December 2014
Service Transformation Programme	2	Year three of the Programme Plan was agreed by STPB at its meeting on 7 May. All the Work Packages and Projects Plans have been identified and resources allocated against them. The main overarching areas of delivery are associated with the development of Resourcelink, SharePoint Implementation, Mobile Working Activities, Improvements to the Command and Control System and Building Improvements. Reports on Programme Benefits will be reported to APMC as reviews are undertaken.	Ged Edwards	All Projects / Work Packages are being monitored and progress is reported to the Programme Board. The Programme has been updated, extended up to 2020 and now includes IRMP activities. The Programme forms the basis of the 5 year action plan, which is contained within the recently published 2015-2020 Service Plan. A number of benefits reviews have commenced and a presentation will be given to APMC in April.	Ongoing up to 2020

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Integrated Risk Management Plan (IRMP)/ 20:20 Review	3	<p>To ensure the Service is able to deliver the 20:20 process, which involves a series of reviews, consultations and decisions, it is being managed as a project which will include:</p> <ol style="list-style-type: none"> 1. Undertaking a thorough review of the Authority's Strategic IRMP; 2. Planning to meet the demands of a much reduced budget, by ensuring the Service's Public Value process looks further into the future 3. Meeting the requirements of the new Fire and Rescue Service National Framework Document 	Andy Johnson	<p>With Phase 3 consultation completed, the Strategic Risk and Planning (StRaP) Group made recommendations to the Strategy and Resources Committee, which were accepted by the Fire Authority at its October meeting. The changes to the document, based on consultation feedback, are being made. The IRMP Action Plan for the coming year will be created and then both documents will be published in April 2015.</p>	IRMP Strategic Plan 2015-20 and IRMP Action Plan 2015/16 have now been published on the Service website. Actions to be implemented and monitored in accordance with those documents.
ICT Network infrastructure	4	<p>Following previous ICT internal audit reports, the Service will continue to invest in hardware and communication technologies that:</p> <ol style="list-style-type: none"> 1. Ensure ICT systems are continuously available and failsafe 2. Improve ICT processes and procedures in supporting the day-to-day function of the department 3. Enable employees to work from any location, on any device and over any connection 	Sally Edwards	<p>The WAN installation is now complete, providing a fully resilient and highly available infrastructure. This platform will now be used to host the C&C and migration is planned for early April. This will greatly improve resilience and enable far easier maintenance of the system.</p>	Ongoing work will provide continual improvements and is monitored through Service Transformation Programme
Health and Safety Management	5	<p>Implement the action plans following the review of the Health and Safety Executive consolidation report based on the eight inspections completed in 2009/10.</p>	Andy Perry	<p>The Management Information Systems for the recording and auditing of training and assurance are currently being reviewed and forms part of the IRMP 2015 - 2020.</p>	April 2015

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				This will, in some areas, prolong the recording, monitoring and auditing elements of the HSE Consolidation Report Action Plan. It is therefore proposed to close down the HSE Consolidation Report Action Plan and monitor this remaining element through the Service Transformation Board.	
Outcomes of Operational Assurance Assessment	6	Close down report, including proposal for the next OPA process, will go to A&PMC in April 2015. Carry out OpA exercise in 2015 and implement any recommendations.	Rod Hammerton	Some progress had been made in all areas, including those identified as high priority with notable achievements, such as increased resilience in the control function and a regional approach to adopting operational policy. However it is evident that there are areas where the expected benefits are yet to be fully realised. A full assessment of performance was planned to be completed in February but competing demands has meant that updates in a few areas have not been achieved. Also, the national OpA process is currently under review with a number of FRSs undertaking pilots of a new toolkit. In order to provide a complete picture of SFRS performance against the last OpA and to be able to provide a more accurate view of the future of peer review, the closedown report will need to be deferred, initially to July 2015.	April 2015

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				The overall objective of achieving operational improvements through collaboration with regional partners remains valid and progress in new areas has also been achieved, for example the development, design and procurement of Incident Command Vehicles that will be able to support joint Fire and Police operations across the whole of the West Mercia area, thereby strengthening resilience, improving interoperability and reducing costs.	
Payroll Systems Review	7	Review and improve payroll systems.	Louise McKenzie/ Joanne Coadey	Good progress continues to be made and there is still work to do. We invited some external support to advise on any essential work required and they found none outside of the work already planned. We have started work to streamline travel and subsistence claims and this has been completed with UNISON and is ongoing with the Unions.	Managed through the Service Transformation Programme