

Fire Authority Work Plan 2023/24

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 2022/23 Work Plan and puts forward a 2023/24 Work Plan for consideration and approval by Members.

2 Recommendations

Members are asked to:

- a) Note progress made against the Fire Authority 2022/23 Work Plan, as detailed at paragraph 4 of this report; and
- b) Approve the 2023/24 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 2022/23 Work Plan

Having conducted 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, with the exception of the following

Review Financial Regulations Standing Orders

This action has been deferred to June 2023 as there are reviews of associated documents that need to be completed before the Financial Regulations can be fully updated.

5 Proposed 2023/24 Work Plan

During the review of the 2022/23 Work Plan officers also considered what activities should be included in the 2023/24 Work Plan, taking into account any recent developments. Attached at the appendix to this report is a draft 2023/24 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 2023/24

11 Background Papers

There are no background papers associated with this report.

Shropshire and Wrekin Fire and Rescue Authority Draft Work Plan 2023/24

	Action	Who is responsible	Completion Date
1	Elect Chair and Appoint Vice-Chair for the Fire Authority and its Committees and Working Groups	Fire Authority	Annual Meeting June 2023
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 2023
3	Review Fire Authority terms of reference	Clerk / ESO	Annual Meeting June 2032
4	Review all Committee terms of reference	Head of HR and Administration / ESO	Annual Meeting June 2023
5	Review <ul style="list-style-type: none"> • Standing Orders for Proceedings and Business • Contracts Standing Orders • Financial Regulations 	Head of HR and Administration / ESO Head of Resources Head of Finance	Annual Meeting June 2023
6	Review Scheme of Delegation to Officers	Head of HR and Administration / ESO	Annual Meeting June 2023
7	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 2023
8	Receive report on financial performance for final quarter of 2022/23 and approve any actions	Head of Finance	Annual Meeting June 2023

	Action	Who is responsible	Completion Date
9	Receive outlook report on the Statement of Accounts 2022/23 and approve any virements arising	Treasurer and Head of Finance	Annual Meeting June 2023
10	Receive report on the 2023/24 strategic planning process timetable	Planning and Performance Manager	Annual Meeting June 2023
11	Receive annual report on partnerships and collaborative working; including Fire Alliance Update Report	Head of Transformation and Collaboration	Annual Meeting June 2023
12	Receive the annual corporate risk management summary report	Member Champion for Risk Management and Audit and Planning and Performance Manager	Annual Meeting June 2023
13	Approve the Fire Authority's Code of Corporate Governance, following review by officers and the Standards, Audit and Performance Committee	Planning and Performance Manager and Head of Finance	Annual Meeting June 2023
14	Review Delegations for <ul style="list-style-type: none"> • Firefighter Pension Schemes • Local Government Pension Scheme and agree any amendments required	Head of HR and Administration	Annual Meeting June 2023
15	Receive the Annual Review (Annual Statement of Assurance) 2022/23, including details of progress made against the Aims, Measures and Targets set out in the Annual Plan 2022/23	Assistant Chief Fire Officer (Service Support) (ACFO SS) and Planning and Performance Manager	October 2023
16	Receive Fire Alliance Update report	CFO and Head of Transformation and Collaboration	October 2023
17	Approve any actions set out in report on financial performance and note any virements, including the Annual Treasury Review 2022/23	Treasurer and Head of Finance	December 2023

	Action	Who is responsible	Completion Date
18	Receive recommendations from the Strategy and Resources Committee and consider 2024/25 and later years' revenue and capital budgets	Treasurer and Head of Finance	December 2023
19	Receive recommendations from the Strategy and Resources Committee and review, where relevant: <ul style="list-style-type: none"> • Base budget plus committed change; • Pay and prices assumptions; • Efficiencies 2024/25 and forward budgets; • Service developments 2024/25; • Capital Programme 2024/25 to 2027/28; and • Provisions, reserves and funds 	<ul style="list-style-type: none"> • Treasurer and Head of Finance • Treasurer and Head of Finance • Treasurer and Head of Finance • CFO and Planning and Performance Manager • Treasurer and Head of Finance • Treasurer and Head of Finance 	December 2023
20	Receive: <ul style="list-style-type: none"> • Update on grant settlement • Report on 2024/25 and Later Years Budget Summary 	<ul style="list-style-type: none"> • Chief Fire Officer • Treasurer and Head of Finance 	December 2023
21	Receive Fire Alliance Update report	CFO and Head of Transformation and Collaboration	December 2023

22	Agree Fire Authority Work Plan 2024/25	Head of HR and Administration and ESO	February 2024
23	Approve any actions set out in report on financial performance and note any virements	Treasurer and Head of Finance	February 2024
24	Agree revenue budget and capital programme budget recommendations, including Prudential Guidelines	CFO, Treasurer and Head of Finance	February 2024
25	Agree a Minimum Revenue Provision Policy and Treasury Management Practices for 2024/25	Treasurer and Head of Finance	February 2024
26	Agree the 2024/25 budget; Council Tax levels for 2024/25; and precepts on billing authorities	Treasurer and Head of Finance	February 2024

	Action	Who is responsible	Completion Date
27	Agree increases in charges made for special services following the annual review by officers	Head of Finance	February 2024
28	Approve the outline contents of the Fire Authority's 2024/25 Annual Plan and delegate authority to the Strategy and Resources Committee to agree performance targets for 2024/25 and the final content and layout of the Annual Plan	ACFO SS and Planning and Performance Manager	February 2024
29	Review the Pay Policy Statement	Head of HR and Administration	February 2024
30	Agree Members' Allowances Scheme for 2024/25	Head of HR and Administration	February 2024
31	Receive Fire Alliance Update report	CFO and Head of Transformation and Collaboration	February 2024
32	Ensure provision of appropriate training for all Members	CFO, Head of HR and Administration, Development Officer and ESO	Ongoing
33	Receive monitoring reports on Equality and Diversity, as appropriate	Member Champion and Equality, Diversity and Inclusion Officer	Ongoing