

Strategic Planning Process Timetable 2024/25

Month	Activity
June 2023	<p>Fire Authority</p> <ul style="list-style-type: none"> • Receives the strategic planning process timetable 2024/25. • Considers key issues arising from the final accounts. • Budget carry forwards and reserves reported. <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 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 2022/23 (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 2023	<p>Standards, Audit and Performance Committee</p> <ul style="list-style-type: none"> • Receives the quarterly performance monitoring report.
September 2023	<p>Standards, Audit and Performance Committee</p> <ul style="list-style-type: none"> • Approves the Final Accounts, Annual Governance Statement 2022/23 and Improvement Plan 2024. • Considers Draft 2022/23 Annual Report (Annual Statement of Assurance). • Receives the quarterly performance monitoring report.

<p>November 2023</p>	<p>Strategy and Resources Committee develops 2024/25 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 2024/25 onwards. vi Changes to reserves and balances.
<p>December 2023</p>	<p>Standards, Audit and Performance Committee receives the quarterly performance monitoring report.</p> <p>Fire Authority receives 2024/25 service and budget recommendations from the Strategy and Resources Committee.</p> <p>Officers develop the 2024/25 Annual Plan and supporting departmental plans.</p>
<p>February 2024</p>	<p>Strategy and Resources Committee finalises budget recommendations for 2024/25, capital programme and prudential guidelines.</p> <p>Fire Authority</p> <ul style="list-style-type: none"> • Approves 2024/25 budget and sets the precept. • Considers the Draft 2024/25 Annual Plan. <p>Officers review Service measures and refine departmental plans.</p>
<p>March 2024</p>	<p>Strategy and Resources Committee review and if necessary, amend the Service measures.</p> <p>Chair and Chief Fire Officer agree final version of the Annual Plan 2024/25.</p>
<p>April 2024</p>	<p>Standards, Audit and Performance Committee receives year-end performance report.</p> <p>The Annual Plan 2024/25 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.