

## Strategic Planning Process Timetable 2023/24

### Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260204 or Ged Edwards, Planning, Performance and Communications Manager on 01743 260208.

### 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 2023/24 budget and the publication of the 2023/24 Annual 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 2023/24**

A one-year summary document which outlines the Authority's Vision, Purpose, Aims, Performance Measures and Priorities over the coming financial year.

### **Service Plan 2021 - 2025**

A four-year planning document that summarises the Authority's financial strategy to deliver the Service, support the delivery of the Community Risk Management Plan (CRMP) and an overview of how the Service will continue to deliver service improvements. The document also includes the four-year action plan to support the delivery of the CRMP.

### **Medium Term Financial Plan (MTFP) 2021 - 2025**

A four-year document that details how the Service intends to finance its ambitions, fund its capital programme and anticipate potential budget changes through modelling what / if scenarios.

### **Annual Review (Annual Statement of Assurance) 2021/22**

This looks back over the previous financial year and summarises how the authority has achieved its aims, priorities and performance measures.

## **6 CRMP Implications**

The CRMP has been developed and covers the period 2021 to 2025. This forms the central foundation of the four-year Service Plan and sets out how the Service's Prevention, Protection and Response activities will reduce the impact of risk on local communities.

## **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 2023/2024.

## **11 Background Papers**

There are no background papers associated with this report.

## Strategic Planning Process Timetable 2023/24

Month	Activity
<b>June 2022</b>	<p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Receives the strategic planning process timetable 2023/24.</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 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 2021/22 (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 2022</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 2022</b>	<p><b>Standards, Audit and Performance Committee</b></p> <ul style="list-style-type: none"> <li>• Approves the Final Accounts, Annual Governance Statement 2021/22 and Improvement Plan 2022. <i>* might be July</i></li> <li>• Considers Draft 2021/22 Annual Report (Annual Statement of Assurance).</li> <li>• Receives the quarterly performance monitoring report.</li> </ul>

Month	Activity
<b>November 2022</b>	<p><b>Strategy and Resources Committee</b> develops 2023/24 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 2023/24 onwards.</li> <li>vi Changes to reserves and balances.</li> </ul>
<b>December 2022</b>	<p><b>Standards, Audit and Performance Committee</b> receives the quarterly performance monitoring report.</p> <p><b>Fire Authority</b> receives 2023/24 service and budget recommendations from the Strategy and Resources Committee.</p> <p>Officers develop the 2023/24 Annual Plan and supporting departmental plans.</p>
<b>February 2023</b>	<p><b>Strategy and Resources Committee</b> finalises budget recommendations for 2023/24, capital programme and prudential guidelines.</p> <p><b>Fire Authority</b></p> <ul style="list-style-type: none"> <li>• Approves 2023/24 budget and sets the precept.</li> <li>• Considers the Draft 2023/24 Annual Plan.</li> </ul> <p>Officers review Service measures and refine departmental plans.</p>
<b>March 2023</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 2023/24.</p>
<b>April 2023</b>	<p><b>Standards, Audit and Performance Committee</b> receives year-end performance report.</p> <p>The Annual Plan 2023/24 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.