

## Annual Governance Statement Improvement Plan 2012/13

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260201 or Ged Edwards, Planning and Performance Manager, on 01743 260208.

### 1 Purpose of Report

This report summarises the progress made to date against the improvements contained in the Annual Governance Statement (AGS) Improvement Plan 2012/13.

### 2 Recommendations

The Committee is asked to note:

- a) The progress made against each of the improvements, contained in the AGS Improvement Plan 2012/13; and
- b) The amendment to one workstream, as detailed in section 5 and in the appendix to this report.

### 3 Background

At its meeting in February 2012, the Fire Authority delegated authority to the Audit and Performance Management Committee to consider and approve the Statement of Accounts for 2011/12. This was approved at the September 2012 meeting of the Committee.

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 these improvements are progressed during the coming year (the AGS Improvement Plan 2012/13).

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

#### **4 Monitoring Progress against the AGS Improvement Plan 2012/13**

A copy of the AGS Improvement Plan 2012/13 is attached as an appendix to this report. Progress made 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 due to 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 variations to the current Plan are required. These changes will, in turn, be reported to this Committee.

#### **5 Progress to Date**

The 2012/13 Improvement Plan contains ten areas for improvement. The progress that has been made against each of the work packages is detailed briefly in the appendix to this report.

A revised target date for workstream 4 (Operations and Fire Control) was agreed by the Service Management Team at its meeting on 20 February 2013. This was originally scheduled to be completed by the end of March but has now been extended to the end of May. Workstream 5, which also falls under Operations and Fire Control, has set a completion date for the end of May.

#### **6 Financial Implications**

Any significant budgetary implications, brought about by the improvements proposed in the Plan, have already been considered, either as part of the Fire Authority's budget planning process or within each Department's business planning process.

#### **7 Legal Comment**

The Annual Governance Statement is a legal requirement under the Code of Practice on Local Authority Accounting in the United Kingdom and must be included in the Fire Authority's Annual Statement of Accounts.

## **8 Risk Monitoring**

When considering this work stream officers have reviewed Brigade Order 3 Part 2 Risk Management Protocol and have determined that there are no risk implications with this work stream.

## **9 Equality Impact Assessment**

This report has been assessed against the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2), which has shown that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An initial Equality Impact Assessment has not, therefore been completed.

## **10 Appendix**

Annual Governance Statement 2012/13 Improvement Plan

## **11 Background Papers**

There are no background papers associated with this report.

**Annual Governance Statement 2012/13 Improvement Plan**

Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
Financial Management	1	Ensure that strategic financial planning takes account of likely changes to funding streams, in terms of business rates retention and localisation of council tax support, as a result of new legislation.	Joanne Coadey	The revenue budget for 2013/14 was approved by the Fire Authority on 13 February, which took into account these changes in funding streams.	February 2013
	2	Public Value and the 2020 Strategy will consider how the Service is structured and meets the challenge of further budget settlements.		A strategic planning model is in place, based on the changes in 2013/14, which models budget and funding to 2019/20. This identifies possible future deficit for 2020 Strategy, and will enable service changes to be proposed that align budget to risk within the community.	December 2013
Resource Management	3	The Service needs to complete the implementation of the Asset Management System. Existing systems will be audited to seek assurance that they are robust and fit for purpose.	Andrew Kelcey	This workstream was closed at A&PMC in November 2012 with a number of follow on actions that will be monitored departmentally. The system is being using for IT and BA assets and internal systems for other assets are being reviewed.	November 2012
Operations and Fire Control	4	Embedding of the Command and Control system to suit the needs of the Service and the Community	Andy Johnson / Ged Edwards	The pilot Station End Equipment has been installed at Tweedale and is undergoing trials and testing. Final sign off is currently scheduled for 1 <sup>st</sup> week of March. Following acceptance by the Service a full roll out will commence. The current planning assumption is that full roll out will be completed around the 21 <sup>st</sup> May. As a consequence the current completion date will be extended.	March 2013. To be extended until May 2013

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	5	Determine and implement an appropriate in life support arrangement for the Command and Control System.	Andy Johnson/Ged Edwards	The Service is working towards the adoption of a Service Management Plan with Telent. This is envisaged to come into operation in May. This will coincide with internal ICT staff going onto 24/7 cover and the completion of Station End Equipment roll out.	May 2013
	6	Consideration to be given to the outcomes of the Operational Assurance (OpA) Peer Review.	Steve Worrall	This is complete. OpA Peer Review Report and outcomes presented to CFA on 13 February 2013. Approval given to the formation of a 'strategic alliance' with HWFRS to address six-point action plan arising from review is incorporated into the Service Transformation Programme.	December 2012
Health and Safety Management	7	Implement the action plans following the review of the Health and Safety Executive consolidation report based on the eight inspections completed in 2009/10.	Andy Perry	The outcomes of the Action Plan have been disseminated to the relevant departments. Some of the proposals have been linked together, due to their similarity, and Departments have produced Delivery Plans for staged implementation. There are currently 15 Delivery Plans.	Various dates as the Action Plan has been divided into 15 Delivery Plans
Service Transformation Programme	8	The Service Transformation Programme will monitor key areas including the implementation of a number of systems (Human Resources, Performance Management and Information Management Review). The programme will aid in embedding and supporting appropriate systems to ensure the most efficient use of our resources.	Ged Edwards	Service Transformation Programme continues to be monitored by the Board and Service Management team. CFA agreed at its meeting on 13 <sup>th</sup> Feb that regular update reports will now go to APMC on a quarterly basis.	As detailed in the Programme Brief. The Service Transformation Programme is a 3-5 year programme of activities.

Area of review	IRN	Improvement required	Improvement Owner	Progress to date	Completion date
ICT and Communications	9	Improved resilience of the shadow site at Telford Central needs to be fully assured when installation is complete. This will include the provision of secure Business Continuity information, accessible at all times to appropriate managers.	Sally Edwards	This is complete. It will be reviewed annually to ensure that the infrastructure is updated and benefits from advances in technology.	December 2012
Risk Management and Business Continuity Planning	10	Internal audit has identified that members of the Risk Management Group require some measure of training and/or qualification to ensure that all risk-related issues are dealt with in line with best practice.	Ged Edwards	This has been completed. Members of the Senior Management Team and Risk Management Group attended training provided by Zurich on 1/11/12.	November 2012. (Brought forward from the 2011/12 Improvement Plan)