

Improvement Priority Reporting 2008/09

Report of the Chief Fire Officer

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1 Purpose of Report

This report outlines the reporting structure for the Improvement Priorities identified within the 2008/09 Corporate Plan.

2 Recommendations

The Audit and Performance Management Committee is asked to:

- a) Agree the reporting structure for the 2008/09 Improvement Priorities; and
- b) Agree to receive a three-monthly progress report and accompanying presentation at each meeting of the Committee that reports progress against the Authority's Improvement Priorities and Core Values.

3 Background

The 2008/09 Improvement Priorities contained within this year's Corporate Plan were approved by the Strategy and Resources Committee on 6 March 2008.

The Corporate Plan outlines a suite of improvement priorities and core business activities which support the achievement of the Authority's Core Values, Strategic Aims and Corporate Objectives. Progress against the delivery of the Corporate Plan will be through a quarterly improvement priority programme report to the Audit and Performance Management Committee.

4 Reporting Improvement Priority Progress

The Corporate Plan identifies 29 Improvement Priorities which will be reported on a three-monthly basis through a progress matrix based on the following criteria:

1. Completed;
2. On track – no slippage;
3. Some Slippage;
4. Failing/Failed.
5. Not yet Started;

In order to streamline the reporting process it is proposed to report '*progress by exception*' to the Audit and Performance Management Committee. Consequently, the Committee will only receive a detailed account (by way of an Issue/Risk Log) in respect of those Improvement Priorities that are experiencing some slippage or failing within the given reporting period. Notwithstanding the latter, Members are of course encouraged to challenge those Improvement Priorities that are succeeding in their implementation for the purposes of quality assurance.

5 Core Values

The structure of the Corporate Plan has been developed around the four core values of Community, People, Improvement and Diversity. As a consequence the strategic aims, corporate objectives, improvement priorities and high level core business activities have been structured and aligned to support each core value.

Progress achieved in the delivery of the core values will be reported, on a three-monthly basis, to the Committee by way of a summary presentation. The presentation will focus on the activities referenced within the Corporate Plan to deliver each individual core value. Each core value will be covered in turn throughout the year culminating in an annual summary report of overall progress at the end of 2008/09 reporting period.

6 Financial Implications

There are no financial implications associated with this report.

7 Legal Comment

There are no legal implications associated with this report.

8 Equality Impact Assessment

This report outlines a reporting process and so the recommendations within the report have no impact on people. Therefore an Equality Impact Assessment has not been completed for the report.

9 Appendices

Improvement Priority 2008/09 Monitoring Document Template/Example

10 Background Papers

Shropshire and Wrekin Fire Authority

13 February 2008, Report 15 – Corporate Plan 2008/09

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial		Staff	
Fire Control/Fire Link		Strategic Planning	*
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	

Improvement Priority 2008/09 Monitoring Document Template/Example

Improvement Priorities: Directorate Name						Activity to deliver Improvement Priority is:				
Date of this Review _____			Date of next Review _____			Completed	On track – no slippage	Some slippage	Failing/Failed	Not yet started
Improvement Priority :	When it is to be delivered by	Who is to deliver it	Any supporting activities /depts	Cost/Revenue	How will you demonstrate a successful outcome? (e.g. delivery of strategy document or contribution to a performance indicator, etc)					
<i>List Improvement Priorities here</i>										