

**For Publication**

**Bedfordshire Fire and Rescue Authority  
Service Delivery Policy and Challenge  
Group  
15 March 2018  
Item No. 18**

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**REPORT AUTHOR: ASSISTANT CHIEF FIRE OFFICER**

**SUBJECT: REVIEW OF WORK PROGRAMME 2017/18**

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Background Papers: None

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Implications (tick ✓):

LEGAL			FINANCIAL	
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New		CORE BRIEF	

*Any implications affecting this report are noted at the end of the report.*

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**PURPOSE:**

To review and report on the work programme for 2017/18 and to provide Members with an opportunity to request additional reports for the Service Delivery Policy and Challenge Group meetings for 2018/19.

**RECOMMENDATION:**

That Members review the work programme for 2017/18 and note the 'cyclical' Agenda Items for each meeting in 2018/19.

**IAN EVANS  
ASSISTANT CHIEF FIRE OFFICER**

**SERVICE DELIVERY POLICY AND CHALLENGE GROUP (SDPCG) PROGRAMME OF WORK 2017/18**

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
15 June 2017	<ul style="list-style-type: none"> <li>• Appointment of Vice Chair</li> <li>• Review Terms of Reference</li> <li>• SD Performance Monitoring Report (Annual Review) and Programmes to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Customer Satisfaction Report</li> <li>• Operational Decisions Made</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2017/18</li> </ul>	Verbal Update		

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 September 2017	<ul style="list-style-type: none"> <li>• SD Performance Monitoring Report Q1 and Programmes to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Corporate Risk Register</li> <li>• Customer Satisfaction report</li> <li>• Operational Decisions Made</li> <li>• Annual Review of Partnerships</li> <li>• Work Programme 2017/18</li> </ul>	<p>Verbal Update</p> <p>Deferred to March 2018 mtg by HSD</p>	<p>Breakdown of deliberate fires attended by the Service</p> <p>Number of searches for vulnerable people and forced entries included in performance report as information items</p> <p>Update on re-inspection of high rise residential tower blocks in Bedfordshire</p> <p>Visit to Specialist Rescue Unit</p>	<p>Added by SDPCG 15 June 2017</p> <p>Added by SDPCG 15 June 2017</p> <p>Added by SDPCG 15 June 2017</p> <p>Added by SDPCG 15 June 2017</p>

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
30 November 2017	<ul style="list-style-type: none"> <li>• SD Performance Monitoring Report Q2 and Programmes to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Corporate Risk Register</li> <li>• Customer Satisfaction Report (Q2)</li> <li>• Operational Decisions Made</li> <li>• Work Programme 2017/18</li> <li>• Review of the Fire Authority's Effectiveness</li> </ul>	Verbal update	<p>Update on the establishment of the Strategic Road Safety partnership</p> <p><del>Demonstration of forced entry equipment</del></p>	<p>Added by SDPCG 14 Sept 2017</p> <p><del>Added by SDPCG 14 Sept 2017</del> Moved to March 2018</p>

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
15 March 2018	<ul style="list-style-type: none"> <li>• SD Performance Monitoring Report Q3 and Programmes to date</li> <li>• Proposed Service Delivery Indicators and Targets 2018/19</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Corporate Risk Register</li> <li>• Customer Satisfaction Report (Q3)</li> <li>• Annual Review of Partnerships</li> <li>• Operational Decisions Made</li> <li>• Review of the Work Programme 2017/18</li> </ul>	<p>Moved from Sept 2017 mtg</p> <p>Verbal Update</p>	<ul style="list-style-type: none"> <li>Evaluation of Effecting Entry Pilot</li> <li>Demonstration of forced entry equipment</li> <li>Strategic Road Safety Partnership update</li> <li>Community Risk Management Plan update</li> <li>Mobilising System update</li> <li>Members of the SDPCG to bring their mobile device/s to this meeting to register and sync them to Modern.gov software. (After the meeting)</li> </ul>	<ul style="list-style-type: none"> <li>Added by SDPCG 14 Sept 2017</li> <li>Moved from Nov 2017</li> <li>Added by SDPCG 30 Nov 2017</li> <li>Added by SDPCG 30 Nov 2017</li> <li>Added by SDPCG 30 Nov 2017</li> <li>Requested by Mod.gov project team</li> </ul>

**SERVICE DELIVERY POLICY AND CHALLENGE GROUP (SDPCG) PROGRAMME OF WORK 2018/19**

<b>Meeting Date</b>	<b>'Cyclical' Agenda Items</b>		<b>Additional / Commissioned Agenda Items</b>	
	<b>Item</b>	<b>Notes</b>	<b>Item</b>	<b>Notes</b>
26 June 2018	<ul style="list-style-type: none"> <li>• Appointment of Vice Chair</li> <li>• Review Terms of Reference</li> <li>• SD Performance Monitoring Report (Annual Review) and Programmes to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Customer Satisfaction Report</li> <li>• Operational Decisions Made</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2018/19</li> </ul>	Verbal Update		

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
19 September 2018	<ul style="list-style-type: none"> <li>• SD Performance Monitoring Report Q1 and Programmes to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Corporate Risk Register</li> <li>• Customer Satisfaction report</li> <li>• Annual Review of Partnerships</li> <li>• Operational Decisions Made</li> <li>• Work Programme 2018/19</li> </ul>	Verbal Update		

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
29 November 2018	<ul style="list-style-type: none"> <li>• SD Performance Monitoring Report Q2 and Programmes to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Corporate Risk Register</li> <li>• Customer Satisfaction Report (Q2)</li> <li>• Operational Decisions Made</li> <li>• Work Programme 2018/19</li> <li>• Review of the Fire Authority's Effectiveness</li> </ul>	Verbal update		

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
7 March 2019	<ul style="list-style-type: none"> <li>• SD Performance Monitoring Report Q3 and Programmes to date</li> <li>• Proposed Service Delivery Indicators and Targets 2018/19</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Corporate Risk Register</li> <li>• Customer Satisfaction Report (Q3)</li> <li>• Operational Decisions Made</li> <li>• Review of the Work Programme 2018/19</li> </ul>	Verbal Update		