

For Publication

Bedfordshire Fire and Rescue Authority  
Service Delivery Policy and Challenge Group  
29 November 2018  
Item No. 13

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**REPORT AUTHOR:** DEPUTY CHIEF FIRE OFFICER

**SUBJECT:** WORK PROGRAMME 2018/19

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

**RECOMMENDATION:**

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

**ANDREW HOPKINSON  
DEPUTY CHIEF FIRE OFFICER**

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

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>• Annual Review of Partnerships</li> <li>• Review of the Work Programme 2018/19</li> </ul>	Verbal Update		

## SERVICE DELIVERY POLICY AND CHALLENGE GROUP (SDPCG) PROGRAMME OF WORK 2019/20

Meeting Date	‘Cyclical’ Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
TBC June 2019	<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 2019/20</li> </ul>	Verbal Update		

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
TBC September 2019	<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 (Q1)</li> <li>• Annual Review of Partnerships</li> <li>• Operational Decisions Made</li> <li>• Work Programme 2019/20</li> </ul>	Verbal Update		