

For Publication

Bedfordshire Fire and Rescue Authority  
29 April 2021

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**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** WORK PROGRAMME 2021/22

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For further information on this report contact: Nicky Upton  
Democratic & Regulatory Services Supervisor

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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			

*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 2021/22 and to provide Members with an opportunity to request additional reports for the Fire Authority meetings.

**RECOMMENDATION:**

That Members consider the work programme for 2021/22 and note the 'cyclical' Agenda Items for each meeting in 2021/22.

**PAUL FULLER CBE QFSM MStJ DL  
CHIEF FIRE OFFICER**

## FIRE AND RESCUE AUTHORITY - PROGRAMME OF WORK 2021/22

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
29 April 2021	Communications		Covid 19: Mass Vaccination Presentation	ACFO requested by email
	Executive Committee Minutes from 15.04.21		Fire Prevention and Protection Statistics – National Benchmarking Comparison	Added by Chair at 11.02.21 meeting
	Annual update of Programmes and Projects		Firefighters Pension Scheme – Age discrimination remedy and employment appeal tribunal judgement	DCFO added
	Community Risk Management Plan (2021 refresh)		HMICFRS State of Fire & Rescue 2020 Report	DCFO added
	Asset Management Strategy (reviewed every 3 years, next review 2021/22)			
	Disposal of Assets under the Scheme of Delegated Authority			
	Information Bulletin (Q4 Jan – March)			
	Work Programme			

Meeting Date	Members' Development Workshop		Additional/Commissioned Items	
	Item	Notes	Item	Notes
19 May 2021	Emergency Cover Review Programme Update			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
27 May 2021 <b>AGM</b>	Membership			
	Election of Chair 2021/22			
	Election of Vice Chair 2021/22			
	Communications			
	Executive Committee Minutes from 11.05.21 (provisional mtg)			
	Authorisation of Members to Report to the Constituent Councils on Meetings of the FRA			
	Appointment of Committees			
	Representation on Local Government Associations (LGA) Matters			
	Member Development			
	Work Programme			

Meeting Date	Members' Development Workshop		Additional/Commissioned Items	
	Item	Notes	Item	Notes
6 July 2021	Treasury Management Training			
	Annual Review of Fire Authority's Effectiveness – Governance Review / Portfolio Leads			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
15 July 2021	Communications			
	Executive Committee Minutes from 29.06.21 (provisional mtg)			
	2020/21 Year End Performance Report (incorporating Q4)			
	Q1 Project and Programmes Update			
	Revenue Budget and Capital Programme Monitoring Report			
	Treasury Management Annual Report			
	Work Programme			
	Information Bulletin (Q4 Jan – Mar)			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
7 Sept 2021	Communications			
	ASC Minutes from 14.07.21			
	Executive Committee Minutes from 02.09.21			
	Q1 Performance Report			
	2021/22 Revenue Budget, Capital Programme and Council Tax Setting			
	Blue Light Collaboration Strategic Board			
	Work Programme			
	Information Bulletin (Q1 Apr – June)			



Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
2 November 2021	Communications			
	Executive Committee Minutes from 07.10.21 (provisional mtg)			
	ASC Minutes from 21.09.21			
	2021/22 Budget Monitoring			
	Mid-Year Treasury Update			
	Q2 Projects and Programmes Update			
	Procurement Policy and Contract Procedures (Reviewed every 2 years, due 2021)			
	Business Continuity Annual Review			
	Work Programme			

<b>Meeting Date</b>	<b>Members' Development Workshop</b>		<b>Additional/Commissioned Items</b>	
	<b>Item</b>	<b>Notes</b>	<b>Item</b>	<b>Notes</b>
11 Nov 2021	TBC			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 December 2021	Communications			
	Executive Committee Minutes from 30.11.21			
	Q2 Performance Report			
	HMICFRS Update Report			
	Public Sector Equality Duty Report			
	2021/22 Revenue Budget and Capital Programme Monitoring			
	Draft 2022/23 Revenue Budget, Capital Programme and Council Tax			
	2019-23 Community Risk Management Plan – draft 2022/23 Annual Action Plan			
	Members' Allowances Scheme			
	Calendar of Meetings for 2022/23			
	Blue Light Collaboration Strategic Board			
	Information Bulletin (Q2 July – Sept)			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
10 February 2022	Communications			
	Executive Committee Minutes from 20.01.22 (provisional mtg)			
	ASC Minutes from 02.12.22			
	Q3 Projects and Programmes Update			
	Revenue Budget and Capital Programme Monitoring (current year)			
	The 2022/23 Revenue Budget, Capital Programme and Council Tax setting			
	2019-23 Community Risk Management Plan - Consultation Update			
	Treasury Management Strategy and Practices			
	Localism Act 2011 – Pay Policy Statement 2022			
	Information Bulletin (Q3 Oct – Dec)			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
24 March 2022	Communications			
	Executive Committee Minutes from 15.03.22			
	Proposed Indicators and Targets for 2022/23			
	Blue Light Collaboration Strategic Board			
	Q3 Performance			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
28 April 2022	Communications			
	Executive Committee Minutes from 19.04.22 (provisional mtg)			
	ASC Minutes from 03.03.22			
	Q4 Projects and Programmes Update			
	Asset Management Strategy (reviewed every 3 years, next review 2021/22)			
	Disposal of Assets under the Scheme of Delegated Authority			
	Information Bulletin (Q4 Jan – March)			
	Work Programme			