

For Publication

Bedfordshire Fire and Rescue Authority  
29 June 2021

---

**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** WORK PROGRAMME 2021/22

---

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

---

Background Papers: None

---

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.*

---

**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.

**ANDREW HOPKINSON**  
**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
15 July 2021	Communications		DCFO/ACFO Appointments	Added by CFO 20/6/21
	2020/21 Year End Performance Report (incorporating Q4)			
	Revenue Budget and Capital Programme Monitoring Report			
	Treasury Management Annual Report			
	Work Programme			
	Member Development Programme			
	Information Bulletin (Q4 Jan – Mar)			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
<b>EXEDCUTIVE</b>				
15 July 2021 <b>Following AGM</b>	Appointment of Portfolio Holders		Review of draft Executive Committee Work Programme 2021/22	Added by CFO - to discuss & agree the work programme for the Executive
			Arrangements for managing the FRA/CFO employment relationship	Added by CFO – to discuss & agree the arrangements
			Home Office Immediate Detriment Guidance Update	Added by CFO 20/6/21

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
2 Sept 2021	Portfolio Lead Updates			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
7 Sept 2021	Communications		Fire Protection Statistics – National Benchmarking Comparison	DCFO added 19.04.21
	ASC Minutes from 14.07.21		Annual Report including the Statement of Assurance	CFO added 21/06/21
	Executive Committee Minutes from 02.09.21			
	Q1 Performance Report, Programmes and Projects			
	Planning report for the 2022/23 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	
EXECUTIVE	Item	Notes	Item	Notes
7 October 2021	Portfolio Lead Updates			

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

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
30 November 2021	Portfolio Lead Updates			



Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 December 2021	Communications			
	Executive Committee Minutes from 30.11.21			
	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	
EXECUTIVE	Item	Notes	Item	Notes
20 January 2022	Portfolio Lead Updates			

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			
	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			

<b>Meeting Date</b>	<b>'Cyclical' Agenda Items</b>		<b>Additional/Commissioned Agenda Items</b>	
<b>EXECUTIVE</b>	<b>Item</b>	<b>Notes</b>	<b>Item</b>	<b>Notes</b>
15 March 2022	Portfolio Lead Updates			

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 Report, Programmes and Projects Update			
	CRMP pre-publication report			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
26 April 2022	Portfolio Lead Updates			

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 Performance Report, Programmes and Projects update			
	Fire Prevention Statistics - National Benchmarking Analysis (Annual)	Recurring item requested by Chair, Cllr Chatterley		
	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			