

For Publication

Bedfordshire Fire and Rescue Authority
7 September 2021

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: WORK PROGRAMME 2021/22

For further information on this report contact: Nicky Upton
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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	
EXECUTIVE	Item	Notes	Item	Notes
7 October 2021	Portfolio Lead Updates		Scheme of Delegation review	Requested at FRA mtg 15.07.21
	Work Programme		Home Office Immediate Detriment Guidance Update	Requested at the last Executive Meeting on 15.07.21

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 2021/22 Performance Report			
	Programme Board Update			
	Procurement Policy and Contract Procedures (Reviewed every 2 years, due 2021)			
	Business Continuity Annual Review	Restricted Report		
Work Programme				

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

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			
	Collaboration Update			
	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			
	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			
	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	
EXECUTIVE	Item	Notes	Item	Notes
15 March 2022	Portfolio Lead Updates			
	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			
	Collaboration Update			
	Q3 2021/22 Performance Report 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			
	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 2021/22 Performance Report update			
	Programme Board 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			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
May/June 2022 AGM	Membership			
	Election of Chair 2022/23			
	Election of Vice Chair 2022/23			
	Communications			
	Executive Committee Minutes from xx.xx.xx			
	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	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
xx July 2022	Communications			
	Annual Overarching 2021/22 Performance Report			
	Revenue Budget and Capital Programme Monitoring Report			
	Treasury Management Annual Report			
	Work Programme			