

For Publication

Bedfordshire Fire and Rescue Authority
24 March 2022

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: WORK PROGRAMME 2021/22

For further information on this report contact: Nicky Upton
Service Assurance Manager

Background Papers: None

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 and going forwards into 2022/23.

ANDREW HOPKINSON
CHIEF FIRE OFFICER

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
20 April 2022	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
28 April 2022	Communications			
	Executive Committee Minutes from 20.04.22 (provisional mtg)			
	ASC Minutes from 03.03.22			
	Programme Board Update			
	Fire Prevention Statistics - National Benchmarking Analysis (Annual)			
	Asset Management Strategy (reviewed every 3 years, next review 2022/23)			
	Disposal of Assets under the Scheme of Delegated Authority			
	Portfolio Leads Updates			
	Information Bulletin (Q4 Jan – March)			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
7 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			
	Annual Review of the FRA Handbook	Highlighted as part of the Governance Audit 2021.		
	Portfolio Leads Updates			
	Member Development			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
22 June 2022 Following AGM	Appointment of Portfolio Holders			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
MEMBER DEVELOPMENT (1)	Item	Notes	Item	Notes
7 July 2022				

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
20 July 2022	Communications			
	Annual Overarching 2021/22 Performance Report			
	Revenue Budget and Capital Programme Monitoring Report			
	Portfolio Leads Updates			
	Treasury Management Annual Report			
	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
8 Sept 2022	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 Sept 2022	Communications			
	ASC Minutes from 14.07.22			
	Executive Committee Minutes from 08.09.22			
	Q1 2022/23 Performance Report (April to June)			
	Planning report for the 2022/23 Revenue Budget, Capital Programme and Council Tax Setting			
	Annual Report			
	Fire Protection Statistics – National Benchmarking Comparison			
	Collaboration Update			
	Portfolio Leads Updates			
	Work Programme			
	Information Bulletin (Q1 Apr – June)			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
COMBINED MEMBER DEVELOPMENT (2) / BUDGET WORKSHOP (1)	Item	Notes	Item	Notes
6 October 2022				

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
12 October 2022	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
2 November 2022	Communications			
	Executive Committee Minutes from 12.10.22			
	ASC Minutes from 29.09.22			
	2022/23 Budget Monitoring			
	Mid-Year Treasury Update			
	Programme Board Update			
	Collaboration Update			
	Portfolio Leads Update: Workforce & OD/Digital & Data			
	Procurement Policy and Contract Procedures (Reviewed every 2 years, due 2023)			
Work Programme				

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
MEMBER DEVELOPMENT (3)	Item	Notes	Item	Notes
22 November 2022				

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
EXECUTIVE	Item	Notes	Item	Notes
1 December 2022	Work Programme			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 December 2022	Communications			
	Executive Committee Minutes from 01.12.22			
	Portfolio Leads Updates: Assets and Collaboration (DCFO & ACO)			
	2022/23 Revenue Budget and Capital Programme Monitoring			
	Q2 2022/23 Performance Report (July to September)			
	Public Sector Equality Duty Report			
	Community Risk Management Plan – draft 2023/24 Annual Action Plan			
	2023/24 Budget Update and Consultation			
	Members' Allowances Scheme			
	Calendar of Meetings for 2023/24			
	Information Bulletin (Q2 July – Sept)			
	Fire Response Statistics – National Benchmarking Comparison			
	Work Programme			