

For Publication

Bedfordshire Fire and Rescue Authority  
Corporate Services Policy and Challenge Group  
7 March 2016  
Item No. 14

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**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** REVIEW OF WORK PROGRAMME 2015/16

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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 review and report on the work programme for 2015/16 and to provide Members with an opportunity to request additional reports for the Corporate Services Policy and Challenge Group meetings for 2016/17.

**RECOMMENDATION:**

That Members review the work programme for 2015/16 and note the 'cyclical' Agenda Items for each meeting in 2016/17.

**PAUL M FULLER CBE QFSM  
CHIEF FIRE OFFICER**

## CORPORATE SERVICES POLICY AND CHALLENGE GROUP (CSPCG) PROGRAMME OF WORK 2015/16

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
17 June 2015	<ul style="list-style-type: none"> <li>• Election of Vice Chair</li> <li>• Terms of Reference</li> <li>• Minutes of Shared Service IT Governing Body</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2014/15 Year End Report and Programmes to date</li> <li>• Revenue Budget and Capital Programme Monitoring 2015/16</li> <li>• Treasury Management Annual Report</li> <li>• Asset Management Policy and Plans – ICT, Property and Fleet</li> <li>• Risk Register</li> <li>• Work Programme 2015/16</li> </ul>			

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
16 September 2015	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body</li> <li>• Revenue Budget and Capital Programme Monitoring 2015/16</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2015/16 Quarter 1 and Programmes to date</li> <li>• 2016/17 Revenue Budget and Capital Programme (Planning Arrangements)</li> <li>• Risk Register</li> <li>• Work Programme 2015/16</li> </ul>		<p>'Annual Review of the Operation of ICT Shared Service Agreement' Report Author HSS</p> <p>Utility Usage and procurement</p>	<p>Added July 2015</p> <p>Added 17 June 2015</p>

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
26 November 2015	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body</li> <li>• Revenue Budget and Capital Programme Monitoring 2015/16</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2015/16 Quarter 2 and Programmes to date</li> <li>• Treasury Management Mid Year Review Report</li> <li>• Risk Register</li> <li>• Review of the Fire Authority's Effectiveness</li> <li>• Work Programme 2015/16</li> </ul>	Baker Tilly name change to RSM from Oct 2015	<ul style="list-style-type: none"> <li>Fuel Cards Report</li> <li>Phasing of the Community Safety Budget Report</li> <li>Lease Vehicles</li> <li>ICT Satisfaction Survey</li> </ul>	<ul style="list-style-type: none"> <li>Added 24/09/2015 following AudStd meeting</li> <li>Added 16/09/2015 (Reported to FRA 21.10.15 in Rev Budget and Capital Monitoring Report)</li> <li>Added 16/09/2015 (Reported to Aud StdC 24.10.15 during item on 2014/15 Statement of Accounts)</li> <li>Referred to in Minutes of CSPCG 16 Sept 15</li> </ul>

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
7 March 2016	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body</li> <li>• Revenue Budget and Capital Programme Monitoring 2015/16</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2015/16 Quarter 3 and Programmes to date</li> <li>• Proposed Corporate Services Indicators and Targets 2016/17</li> <li>• Treasury Management Strategy and Practices</li> <li>• Corporate Risk Register</li> <li>• Review of Work Programme 2015/16</li> </ul>		<p>Utility Usage at Stations</p> <p>Standard ICT Equipment for Running FRA electronic publication of agendas and Minutes</p>	<p>Added CSPCG – 26 Nov 2015</p> <p>Added by FRA 17 Dec 2015</p>

**Recommended Future Items for CSPCG**

Options for a future model for ICT Shared Services	Requested at FRA meeting 4 June 2015 and CSPCG 17 June 2015
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**CORPORATE SERVICES POLICY AND CHALLENGE GROUP (CSPCG) PROGRAMME OF WORK 2016/17**

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
9 June 2016	<ul style="list-style-type: none"> <li>• Election of Vice Chair</li> <li>• Terms of Reference</li> <li>• Minutes of Shared Service IT Governing Body</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2015/16 Year End Report and Programmes to date</li> <li>• Treasury Management Annual Report</li> <li>• Asset Management Policy and Plans – ICT, Property and Fleet</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2016/17</li> <li>• Review of Use of the Regulation of Investigatory Powers Act (RIPA)</li> </ul>		Analysis of comments and free text of ICT Shared Service User Survey (following report of comments to Shared Service IT Governing Body)	Added CSPCG – 26 Nov 2015

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 September 2016	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body</li> <li>• Revenue Budget and Capital Programme Monitoring 2016/17</li> <li>• 2017/18 Revenue Budget and Capital Programme (Planning Arrangements)</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2016/17 Quarter 1 and Programmes to date</li> <li>• Annual Review of the Operation of ICT Shared Service Agreement'</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2016/17</li> </ul>			



Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
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6 December 2016	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body</li> <li>• Revenue Budget and Capital Programme Monitoring 2016/17</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2016/17 Quarter 2 and Programmes to date</li> <li>• Treasury Management Mid Year Review Report</li> <li>• Review of the Fire Authority's Effectiveness</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2016/17</li> </ul>			

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