

For Publication

Bedfordshire Fire and Rescue Authority  
Corporate Services Policy and Challenge Group  
21 June 2017  
Item No. 15

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**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** REVIEW OF WORK PROGRAMME 2017/18

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For further information on this report contact: Karen Daniels  
Service Assurance Manager  
Tel No: 01234 845013

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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 2017/18 and to provide Members with an opportunity to request additional reports for the Corporate Services Policy and Challenge Group meetings for 2017/18.

**RECOMMENDATION:**

That Members review the work programme for 2017/18 and note the 'cyclical' Agenda Items for each meeting in 2017/18.

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

**CORPORATE SERVICES POLICY AND CHALLENGE GROUP (CSPCG) PROGRAMME OF WORK 2016/17**

<b>Meeting Date</b>	<b>'Cyclical' Agenda Items</b>		<b>Additional/Commissioned Agenda Items</b>	
	<b>Item</b>	<b>Notes</b>	<b>Item</b>	<b>Notes</b>
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, Land &amp; Buildings and Transport</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>	<p>Included in Review of Monitored Policies at Dec's Audit and Standards</p>		

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>		<ul style="list-style-type: none"> <li>• Community Facilities Charges at Stations</li> </ul>	Added at FRA Briefing 24 May 2016

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
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>			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
14 March 2017	<ul style="list-style-type: none"> <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 2016/17 Quarter 3 and Programmes to date</li> <li>• Proposed Corporate Services Indicators and Targets 2017/18</li> <li>• Treasury Management Strategy and Practices</li> <li>• Corporate Risk Register</li> <li>• Review of Work Programme 2016/17</li> </ul>	Review IM1, Workshop PIs and FNP6		

**CORPORATE SERVICES POLICY AND CHALLENGE GROUP (CSPCG) PROGRAMME OF WORK 2017/18**

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
21 June 2017	<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>• Revenue Budget and Capital Programme Monitoring 2017/18</li> <li>• Corporate Services Performance 2016/17 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>• Risk Register</li> <li>• Work Programme 2017/18</li> </ul>		<p>Review of Protection Programme and Insurance Provision</p> <p>Update on review into utility usage and stations where usage is higher than expected</p> <p>Fraud Update (possible pink paper)</p> <p>Fire and Rescue Idemnity Company (FRIC)</p>	<p>HFT – March 2016</p> <p>Requested June 2016 – to be included in Asset Management Plan</p> <p>HFT – April 2017</p>

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
13 September 2017	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body</li> <li>• Revenue Budget and Capital Programme Monitoring 2017/18</li> <li>• 2018/19 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 2017/18 Quarter 1 and Programmes to date</li> <li>• Annual Review of the Operation of ICT Shared Service Agreement'</li> <li>• Annual Review of the Operation of ICT Shared Service Agreement'</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2017/18</li> </ul>		Report / Presentation on Investment in the Service's servers and other ICT infrastructure	Requested at CSPCG meeting 6 December 2016



Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
29 November 2017	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body</li> <li>• Revenue Budget and Capital Programme Monitoring 2017/18</li> <li>• New Internal Audit Reports Completed to date</li> <li>• Audit and Governance Action Plan Monitoring Report</li> <li>• Corporate Services Performance 2017/18 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 2017/18</li> </ul>			

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13 March 2018	<ul style="list-style-type: none"> <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 2017/18 Quarter 3 and Programmes to date</li> <li>• Proposed Corporate Services Indicators and Targets 2018/19</li> <li>• Treasury Management Strategy and Practices</li> <li>• Corporate Risk Register</li> <li>• Review of Work Programme 2017/18</li> </ul>	Review of ICT Targets		