

For Publication

Bedfordshire Fire and Rescue Authority
Corporate Services Policy and Challenge Group
14 March 2017
Item No. 14

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: REVIEW OF WORK PROGRAMME 2016/17

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Background Papers: None

Implications (tick ✓):

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|-----------------|-------|---|------------------------|--|
| 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.

PURPOSE:

To review and report on the work programme for 2016/17 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 2016/17 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

| Meeting Date | 'Cyclical' Agenda Items | | Additional / Commissioned Agenda Items | |
|---------------------|---|--|---|--------------|
| | Item | Notes | Item | Notes |
| 9 June 2016 | <ul style="list-style-type: none"> • Election of Vice Chair • Terms of Reference • Minutes of Shared Service IT Governing Body • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2015/16 Year End Report and Programmes to date • Treasury Management Annual Report • Asset Management Policy and Plans – ICT, Land & Buildings and Transport • Corporate Risk Register • Work Programme 2016/17 • Review of Use of the Regulation of Investigatory Powers Act (RIPA) | <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"> • Minutes of Shared Service IT Governing Body • Revenue Budget and Capital Programme Monitoring 2016/17 • 2017/18 Revenue Budget and Capital Programme (Planning Arrangements) • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2016/17 Quarter 1 and Programmes to date • Annual Review of the Operation of ICT Shared Service Agreement' • Corporate Risk Register • Work Programme 2016/17 | | <ul style="list-style-type: none"> • Community Facilities Charges at Stations | 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"> • Minutes of Shared Service IT Governing Body • Revenue Budget and Capital Programme Monitoring 2016/17 • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2016/17 Quarter 2 and Programmes to date • Treasury Management Mid Year Review Report • Review of the Fire Authority's Effectiveness • Corporate Risk Register • Work Programme 2016/17 | | | |

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 |
| 14 March 2017 | <ul style="list-style-type: none"> • Minutes of Shared Service IT Governing Body • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2016/17 Quarter 3 and Programmes to date • Proposed Corporate Services Indicators and Targets 2017/18 • Treasury Management Strategy and Practices • Corporate Risk Register • Review of Work Programme 2016/17 | <p>Review IM1, Workshop PIs and FNP6</p> | | |

Recommended Future Items for Consideration for CSPCG

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| Update on review into utility usage and particular stations where usage is higher than expected – Requested at meeting on 9 June 2016 (To be included in Asset Management Plan) |
| Review of ICT Shared Service Agreement - Requested at meeting 14 September 2016 and included on the Agenda 14 September 2016 |

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"> • Election of Vice Chair • Terms of Reference • Minutes of Shared Service IT Governing Body • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2016/17 Year End Report and Programmes to date • Treasury Management Annual Report • Asset Management Policy and Plans – ICT, Property and Fleet • Risk Register • Work Programme 2017/18 | | Review of Protection Programme and Insurance Provision | HFT – March 2016 |

| Meeting Date | 'Cyclical' Agenda Items | | Additional / Commissioned Agenda Items | |
|-------------------|---|-------|--|-------|
| | Item | Notes | Item | Notes |
| 13 September 2017 | <ul style="list-style-type: none"> • Minutes of Shared Service IT Governing Body • Revenue Budget and Capital Programme Monitoring 2017/18 • 2018/19 Revenue Budget and Capital Programme (Planning Arrangements) • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2017/18 Quarter 1 and Programmes to date • Annual Review of the Operation of ICT Shared Service Agreement' • Corporate Risk Register • Work Programme 2017/18 | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional / Commissioned Agenda Items | |
|------------------|--|-------|--|-------|
| | Item | Notes | Item | Notes |
| 29 November 2017 | <ul style="list-style-type: none"> • Minutes of Shared Service IT Governing Body • Revenue Budget and Capital Programme Monitoring 2017/18 • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2017/18 Quarter 2 and Programmes to date • Treasury Management Mid Year Review Report • Review of the Fire Authority's Effectiveness • Corporate Risk Register • Work Programme 2017/18 | | | |

Recommended Future Items for Consideration for CSPCG

Report / Presentation on Investment in the Service's servers and other ICT infrastructure – Requested at CSPCG meeting 6 December 2016