

For Publication

Bedfordshire Fire and Rescue Authority
Corporate Services Policy and Challenge Group
12 March 2018
Item No. 12

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: REVIEW OF WORK PROGRAMME 2017/18

For further information on this report contact: Nicky Upton
Democratic and Regulatory Services Supervisor
Tel No: 01234 845149

Background Papers: None

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.

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 2018/19.

RECOMMENDATION:

That Members review the work programme for 2017/18 and note the 'cyclical' Agenda Items for each meeting in 2018/19.

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

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 (<i>under Communications</i>) • 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 2016/17 • Asset Management Policy and Plans – ICT, Property and Fleet • Risk Register • Work Programme 2017/18 		<ul style="list-style-type: none"> Review of Protection Programme and Insurance Provision Update on review into utility usage and stations where usage is higher than expected Fraud Update (possible pink paper) Fire and Rescue Idemnity Company (FRIC) Whistleblowing Policy and Effect on Individuals who have enacted the Policy 	<ul style="list-style-type: none"> HFT – March 2016 Requested June 2016 – to be included in Asset Management Plan HFT – April 2017 HFT – April 2017 Requested by Audit and Standards Committee 16 March 2017

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 (<i>under Communications</i>) • 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 		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"> • Minutes of Shared Service IT Governing Body (<i>under Communications</i>) • 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 Corporate Services Policy and Challenge Group Effectiveness • Corporate Risk Register • Work Programme 2017/18 			

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
12 March 2018	<ul style="list-style-type: none"> Minutes of Shared Service IT Governing Body (<i>under Communications</i>) New Internal Audit Reports Completed to date Audit and Governance Action Plan Monitoring Report Corporate Services Performance 2017/18 Quarter 3 and Programmes to date Proposed Corporate Services Indicators and Targets 2018/19 Treasury Management Strategy and Practices Corporate Risk Register Asset Management Strategy for 2018/19 Review of Work Programme 2017/18 	<p>Review of ICT Targets Wording of FPN6 (Percentage of debt over 90 days old) highlighted at Nov 2017 mtg</p> <p>Review: (a) Lending to neighbouring authorities (b) Develop policy statement on ethical investment (c) The prudential indication and the limits for external debt</p> <p>As Advised in CSP&CG meeting on 21 June 2017</p>	<p>ICT structure and recruitment issue to be included March 2018 – ACO deferred to June mtg</p> <p>Note on GDPR to be provided</p> <p>Members of the CSPCG to bring their mobile device/s to this meeting to register and sync them to Modern.gov software. (After the meeting)</p>	<p>Briefing meeting held 21.11.17</p> <p>Requested at the ASC of 06.12.17 to go to CSPCG – KD requested that this be on the next mtg</p> <p>Requested by Mod.gov project team</p>

CORPORATE SERVICES POLICY AND CHALLENGE GROUP (CSPCG) PROGRAMME OF WORK 2018/19

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
21 June 2018	<ul style="list-style-type: none"> • Election of Vice Chair • Terms of Reference • Minutes of Shared Service IT Governing Body (<i>under Communications</i>) • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2017/18 Year End Report and Programmes to date • Treasury Management Annual Report 2017/18 • Asset Management Plans – ICT and Fleet • Efficiency Plan • Corporate Risk Register • Work Programme 2018/19 		<p>Note on GDPR to be provided – deferred from March 2018</p> <p>ICT structure and recruitment issue – deferred from March 2018</p>	<p>Requested at the ASC of 06.12.17 to go to CSPCG</p> <p>Briefing meeting held 21.11.17</p>

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
13 September 2018	<ul style="list-style-type: none"> • Minutes of Shared Service IT Governing Body (<i>under Communications</i>) • Revenue Budget and Capital Programme Monitoring 2018/19 • 2019/20 Revenue Budget and Capital Programme (Planning Arrangements) • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2018/19 Quarter 1 and Programmes to date • Annual Review of the Operation of ICT Shared Service Agreement' • Asset Management Plans - Property • Corporate Risk Register • Work Programme 2018/19 			

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
27 November 2018	<ul style="list-style-type: none"> • Minutes of Shared Service IT Governing Body (<i>under Communications</i>) • Revenue Budget and Capital Programme Monitoring 2018/19 • New Internal Audit Reports Completed to date • Audit and Governance Action Plan Monitoring Report • Corporate Services Performance 2018/19 Quarter 2 and Programmes to date • Treasury Management Mid Year Review Report • Review of Corporate Services Policy and Challenge Group Effectiveness • Corporate Risk Register • Work Programme 2018/19 			