

For Publication

Bedfordshire Fire and Rescue Authority  
Corporate Services Policy and Challenge Group  
21 June 2018  
Item No. 15

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**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** REVIEW OF WORK PROGRAMME 2018/19

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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 2018/19 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 2018/19 and note the 'cyclical' Agenda Items for each meeting in 2018/19.

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

## 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"> <li>• Election of Vice Chair</li> <li>• Terms of Reference</li> <li>• Minutes of Shared Service IT Governing Body (<i>under Communications</i>)</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 Year End Report and Programmes to date</li> <li>• Treasury Management Annual Report 2017/18</li> <li>• Asset Management Plans – ICT and Fleet</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2018/19</li> </ul>		<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"> <li>• Minutes of Shared Service IT Governing Body (<i>under Communications</i>)</li> <li>• Revenue Budget and Capital Programme Monitoring 2018/19</li> <li>• 2019/20 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 2018/19 Quarter 1 and Programmes to date</li> <li>• Annual Review of the Operation of ICT Shared Service Agreement</li> <li>• Asset Management Plans - Property</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2018/19</li> </ul>			

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

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
27 Feb 2019	<ul style="list-style-type: none"> <li>• Minutes of Shared Service IT Governing Body (<i>under Communications</i>)</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 2019/20</li> <li>• Treasury Management Strategy and Practices</li> <li>• Corporate Risk Register</li> <li>• Asset Management Strategy for 2019/20</li> <li>• Review of Work Programme 2018/19</li> </ul>			