

For Publication

Bedfordshire Fire and Rescue Authority  
Corporate Services Policy and Challenge Group  
26 November 2015  
Item No. 14

---

**REPORT AUTHOR:** CHIEF FIRE OFFICER

**SUBJECT:** WORK PROGRAMME AND REVIEW OF SIXTH PAPERLESS MEETING

---

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

---

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:**

1. To 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.

2. To consider the outcome of this and the previous five 'paperless' meetings 9 September 2014, 2 December 2014, 3 March 2015, 17 June 2015 and 26 November 2015 which the Fire and Rescue Authority agreed to trial on 2 May 2014.

**RECOMMENDATIONS:**

1. That Members review the work programme and consider additional items for the Corporate Services Policy and Challenge Group meetings for 2015/16; and
2. Review the method of receiving papers electronically and the way the 'paperless' meetings were conducted making recommendations on possible future 'paperless' meetings.

**PAUL M FULLER  
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
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>• Risk Register</li> <li>• Review of Work Programme 2015/16</li> </ul>			

**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
--	--	---

**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>
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 20115/16 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>• Risk Register</li> <li>• Work Programme 2016/17</li> <li>• Review of Use of the Regulation of Investigatory Powers Act (RIPA)</li> </ul>			

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
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>• Risk Register</li> <li>• Work Programme 2016/17</li> </ul>			