

# ROYAL BERKSHIRE FIRE AUTHORITY



<b>COMMITTEE</b>	<b>FIRE AUTHORITY</b>
<b>DATE OF MEETING</b>	<b>25 JUNE 2020</b>
<b>SUBJECT</b>	<b>ANNUAL PLAN 2020/21</b>
<b>LEAD OFFICER</b>	<b>KATIE MILLS</b>
<b>LEAD MEMBER</b>	<b>N/A</b>
<b>EXEMPT INFORMATION</b>	<b>NONE</b>
<b>ACTION</b>	<b>FOR DECISION</b>

## 1. **EXECUTIVE SUMMARY**

- 1.1 The Annual Plan will provide direction for the organisation for the next year within the context of the Corporate Plan and IRMP 2019-23. It will define the scope of the organisations activities in terms of what it will and will not do. It will match the activities of the organisation to the environment in which it operates so that it maximises opportunities and minimises threats, and will synchronise the organisations activities to its resource capacity.
- 1.2 The Annual Plan has been drafted to take into account, as far as possible, the likely impacts of the COVID-19 pandemic.

## 2. **RECOMMENDATION**

- 2.1 **APPROVE** the Annual Plan 2020/21 for publication.

## 3. **REPORT**

- 3.1 The annual corporate planning process will align a number of interrelated planning processes to support service delivery. This Plan reflects the Fire Authority's Strategic Commitments, by highlighting the areas of focus for a single year and stating the measures of success and setting associated targets to achieve them. It will be available on the intranet to provide a single access point for all managers to timely, accurate information to assist with planning and decision-making. In addition, it will be published on the RBFAS website for the public.

- 3.2 The Plan has links to a number of other planning tools and processes which will bring the focus of managers to a single location and will create a more joined up approach to planning.
- 3.3 The planned component parts of the Annual Plan to consider:
- Annual Objectives 2020/21
  - Delivery of the Annual Objectives
  - Corporate Measures
  - Priority Programmes
  - Risk Management
  - Assurance
  - HMICFRS.
- 3.4 The draft Plan was originally intended to be considered by the Audit and Governance Committee in March, prior to being recommended to the Fire Authority for approval. However due to COVID-19 the Audit and Governance Committee meeting was cancelled. To expedite approval and publication, the Plan is now presented directly to the Fire Authority. The draft Plan has been updated to take into account the likely impacts of COVID-19 as far as possible. This includes amending some of our Corporate Measure targets where activity has been suspended or heavily curtailed.

#### **4. CONTRIBUTION TO STRATEGIC COMMITMENTS**

- 4.1 The Annual Plan supports the delivery of the six Strategic Commitments.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 There are no issues with compliance with standing orders or financial regulation.

#### **6. LEGAL IMPLICATIONS**

- 6.1 There are no legal implications arising from this report.

#### **7. EQUALITY AND DIVERSITY IMPLICATIONS**

- 7.1 There are no direct impacts from this report.

#### **8. RISK IMPLICATIONS**

- 8.1 There are no direct impacts from this report.

#### **9. CONSISTENCY WITH DUTY TO COLLABORATE**

- 9.1 There are no direct collaboration issues arising from this report.

**10. PRINCIPAL CONSULTATION**

10.1 The Senior Leadership Team, Chief Fire Officer, Chief Finance Officer and Monitoring have been consulted in the preparation of this report.

**11. BACKGROUND PAPERS**

11.1 [Corporate Plan and Integrated Risk Management Plan 2019-23](#)

**12. APPENDICES**

12.1 Appendix A – Annual Plan 2020/21

**13. CONTACT DETAILS**

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