

ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	AUDIT AND GOVERNANCE COMMITTEE
DATE OF MEETING	11 MARCH 2019
SUBJECT	ANNUAL PLAN 2019/20
LEAD OFFICER	KATIE MILLS, HEAD OF CORPORATE SERVICES
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	FOR RECOMMENDATION TO FIRE AUTHORITY ON 29 APRIL 2019

1. **EXECUTIVE SUMMARY**

- 1.1 To provide Audit & Governance Committee with an overview of the draft Annual Plan 2019/20. The Annual Plan will provide direction for the organisation for the next year within the context of the Corporate Plan and Integrated Risk Management Plan (IRMP) 2019-2023.

2. **RECOMMENDATION**

- 2.1 **NOTE** the Annual Plan 2019/20;
- 2.2 **AGREE** to recommend the Annual Plan 2019/20 to the Fire Authority for approval.

3. **REPORT**

- 3.1 The annual corporate planning process aligns a number of interrelated planning processes to support service delivery. This plan reflects the Fire Authority's Strategic Commitments, by highlighting the key areas of focus for a single year and setting measures by which we can monitor and manage our performance in delivering services for the people of Berkshire.
- 3.2 The Annual Plan also provides information on risk management and assurance processes as well as the role of the Audit and Governance Committee is providing oversight and scrutiny of performance throughout the course of the year.

3.3 This Annual Plan will form the first year of the Corporate Plan and IRMP 2019-2023.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

4.1 All six Strategic Commitments are included within the Annual Plan.

5. FINANCIAL IMPLICATIONS

5.1 The Annual Plan has been developed in accordance with the Medium Term Financial Plan. Financial implications will be considered as part of the activities outlined in the Annual Plan.

6. LEGAL IMPLICATIONS

6.1 The Annual Plan has been prepared in accordance with our statutory duties. Legal implications will be considered as part of the activities outlined in the Annual Plan.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 Equality and Diversity implications will be considered as part of the activities outlined in the Annual Plan.

8. RISK IMPLICATIONS

8.1 The Annual Plan sets out Royal Berkshire Fire and Rescue Services approach to risk management and risk implications will be considered as part of the activities outlined in the Annual Plan.

9. CONSISTENCY WITH DUTY TO COLLABORATE

9.1 The Annual Plan outlines activity in 2019/20 in accordance with the duty to collaborate.

10. PRINCIPAL CONSULTATION

10.1 In developing this report the Chief Fire Officer, Chief Finance Officer, Monitoring Officer and Senior Leadership have been consulted.

11. BACKGROUND PAPERS

11.1 Corporate Plan and IRMP 2019-2023

12. APPENDICES

12.1 Appendix A – Draft Annual Plan 2019/20

13. CONTACT DETAILS

13.1 Julie Waterworth
Planning and Performance Officer
0118 938 4819

13.2 Becca Chapman
Data and Performance Analysis Manager
0118 938 4622

13.3 Katie Mills
Head of Corporate Services
0118 938 4605