

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

EXECUTIVE COMMITTEE

12TH JUNE 2006

1. **DEPARTMENTAL AND BOROUGH ACTION PLANS FOR THE YEAR 2006-2007**

Report of the Chief Fire Officer.

RECOMMENDED

THAT the Committee note the attached extracts from department and borough action plan objectives for the year 2006-07.

2. **PURPOSE OF REPORT**

This report is submitted to inform the Committee of Departmental and Borough action plan objectives for 2006-07 as set out in Appendix 1, which are key to delivering our Main Business Plan objectives and Comprehensive Performance Assessment (CPA) Service Improvement Plan objectives.

3. **BACKGROUND**

- 3.1 As part of CPA 2005, the Audit Commission observed the need for an improvement in our Integrated Planning Process; this informed a review of Standing Order 22/6, Integrated Planning Process. The review took place in the previous planning year by the Performance and Planning Department. Developments to this Standing Order were approved by Corporate Board on 8th November 2005.
- 3.2 Standing Order 22/6 has been amended as follows:
- 3.2.1 CPA and improvement planning have been integrated into the overall planning cycle;

- 3.2.2 The production of the Corporate Risk Management Plan has been brought forward in the planning cycle;
 - 3.2.3 There is a requirement for greater interaction between Directors, Boroughs and Departments when drafting action plans. This will, determine interdependencies between action plans and enable departments to manage capacity and prioritisation of workload more effectively;
 - 3.2.4 The production of a prioritised ICT work programme is included in the integrated planning process;
 - 3.2.5 A robust scrutiny of action plans is facilitated by the Performance and Planning Department. This focuses on aligning action plans with other key planning documents and supporting the production of SMART action plans. The scrutiny process includes individual meetings between Directors and the Chief Fire Officer and increased Member involvement.
- 3.3 In December 2005, the Performance and Planning Department held a series of action planning workshops for managers at the Training Centre. These workshops communicated the changes to Standing Order 22/6 and reinforced the requirements of managers in the revised process.
- 3.4 Boroughs and Departments submitted draft action plans to the Performance and Planning Department in January 2006 in accordance with Standing Order 22/6.
- 3.5 During January to March 2006 the Performance and Planning Department scrutinised draft action plans and produced a briefing note for the Chief Fire Officer detailing all exceptions. This briefing note enabled meaningful meetings between the Chief Fire Officer and his Directors to take place. These scrutiny meetings formed part of the Directors' Individual Performance Development Review (IPDR).
- 3.6 Following scrutiny meetings with the Chief Fire Officer, Directors and Borough Commanders were asked to make any necessary amendments to their draft action plans.

4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report, an initial Equality Impact Assessment was undertaken which did not raise issues which required a full Equality Impact Assessment to be completed.

5. **LEGAL IMPLICATIONS**

The course of action recommended in this report does not raise issues which should be drawn to the attention of the Authority's Monitoring Officer.

6. **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report.

BACKGROUND PAPERS

Standing Order 22/6 – Integrated Planning Process

Memo from Director (Administration) to Corporate Board dated September 2005 detailing the outcomes of the Corporate Board Business Planning Day on Saturday 17th September 2005. Ref. AB10208042/AB/LH
Service Improvement Plan 2005/2006

Borough and Departmental Action Plans 2006-07

F. J. E. SHEEHAN
CHIEF FIRE OFFICER