

**ROYAL BERKSHIRE FIRE AUTHORITY'S FORWARD PLAN  
(WORKING DOCUMENT)**

The items included in the Forward Plan were correct at the time of publication (12 July 2010).							
The Forward Plan may, however, change and you are advised to contact Lynda Kenyon (Committee Manager) on 0118 932 2288 (kenyonl@rbfrs.co.uk) to confirm the contents of any Committee Agenda.							
ITEM	DECISION BODY	NEXT REPORTING DATE	REPORTING FREQUENCY	RECOMMENDED ACTION	LEAD OFFICER	PART I / II	COMMENTS
Audit and Performance Review Committee's Terms of Reference	Management Committee	Jul-10	Singular	Ratify	Clerk and Monitoring Officer	Part I	Refer to Audit and Performance Review Committee Minutes (24.05.10)
IRMP Definition	Management Committee	Jul-10	Singular	Adopt	Assistant Chief Fire Officer	Part I	Withdrawn from Agenda - item to be re-considered by IRMP Working Party at its meeting in August 2010. For subsequent reporting to the Management Committee in October 2010.
Crewing Level Monitoring (quarterly report - January-March 2010)	Management Committee	Jul-10	Quarterly reporting	Note	Deputy Chief Fire Officer	Part I	Standing Agenda Item. (Quarterly reporting - January-March / April-June / July-September / October-December). Item deferred by Deputy Chief Fire Officer from May 2010 meeting to July 2010 meeting due to problem with PB Views data. (Note - replicated item removed from Forward Plan).
Water Safety Working Group report	Management Committee	Jul-10	Singular	Note	Area Manager (Response)	Part I	Final report deferred from January 2009 Executive Committee meeting to March 2009 due to delayed publishing of the Government's response to the Pitt Report. Verbal update report provided to the Overview and Scrutiny Committee at its meeting in January 2009. As final report still to be finalised at publication of Executive Committee March 2009 Agenda, report to be deferred to May 2009 Executive Committee meeting (as advised by Area Manager, Response). Item withdrawn from March 2009 Executive Committee Agenda. Deputy Chief Fire Officer subsequently advised that report had not been progressed sufficiently to be presented to Executive Committee in May 2009 - report, therefore, deferred to July 2009 Management Committee. Subsequently deferred to October 2009 due to Officers' leave.  Deferred by Area Manager (Response) from meeting in October 2009. Report subsequently deferred from January 2010 to March 2010 meeting due to Officers' time constraints as a result of the adverse weather conditions preceding the publication of Management Committee Agenda in January 2010. This item was deferred to the May 2010 meeting by Area Manager, Response due to waiting for further guidance from National Working Groups. Further deferred from May 2010 meeting by Area Manager, Response as further guidance from National Working Groups still awaited. Further deferred from July 2010 meeting for 6 months due to budgetary implications and national guidance still awaited.
Budget Monitoring	Management Committee	Jul-10	Each meeting	Note	Authority Treasurer	Part I	Standing Agenda Item. (NB - no report to May Management Committee).
Fire and Rescue Authorities Mutual Ltd	Management Committee	Jul-10	Each meeting	Note	Authority Treasurer	Part I / II	Standing Agenda Item.
South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL) - update report	Management Committee	Jul-10	Each meeting	Note	Councillor Angus Ross	Part I	Standing Agenda Item.
Management Committee's Terms of Reference	Management Committee	Jul-10	Singular	Review	Clerk and Monitoring Officer	Part I	
Chief Fire Officer's Annual Salary Review	Management Committee	Jul-10	Annually	Approve	Director of Human Resources	Part II	Standing Agenda Item. Standing Agenda Item (considered either in March or May). Item withdrawn as deferred to October 2010 meeting as Management Committee agreed at its meeting in March 2010 that consideration of the 2010 Annual Review of Local Pay Ranges be deferred until the Committee's meeting in October 2010.
Risk Management report	Management Committee	Jul-10	As required	Note	Chief Fire Officer	Part I	Progress reports to Management Committee as required. Item withdrawn as Management Committee agreed at its meeting on 22 March 2010 that Risk Management reports be presented to the Committee bi-annually. To now be reported in March and October.

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Appointment of Lead Fire Authority Member for Control	Management Committee	Jul-10	Singular	Appoint	Clerk and Monitoring Officer	Part I	Delegated by Fire Authority at its meeting on 30 June 2010.
Appointment of Budget Working Party (2011/12)	Management Committee	Jul-10	Annually	Appoint	Authority Treasurer	Part I	To appoint a Working Party. Item brought forward from October 2010 meeting to July 2010.
Funding of leased vehicles when they reach the end of their primary lease period	Strategic Asset Management Committee	Jul-10	Singular	Review	Assistant Chief Fire Officer	Part I	Refer to Management Committee Minutes (22.03.10 and 17.05.10)
Capital Expenditure Update	Strategic Asset Management Committee	Jul-10	Each meeting	Consider	Deputy Chief Fire Officer / Assistant Chief Fire Officer / Authority Treasurer	Part I	Standing Agenda Item
Progress Report on Wokingham Fire Station	Strategic Asset Management Committee	Jul-10	Singular	Note	Assistant Chief Fire Officer	Part I	
Integrated Risk Management Planning Definition	IRMP Working Party	Aug-10	Singular	Consider	Assistant Chief Fire Officer	Part I	To be re-considered - refer to 18.05.10 Minutes.
Retained Duty System Review	IRMP Working Party	Aug-10	Singular	Consider	Assistant Chief Fire Officer	Part I	Refer to IRMP Working Party Minutes - 18.05.10. IRMP Working Party meeting deferred from July 2010 to August 2010.
Strategic Asset Management Committee capital monitoring reports	Audit and Performance Review Committee	Sep-10	Bi-annually (March/September)	View	Authority Treasurer / Deputy Chief Fire Officer / Assistant Chief Fire Officer	Part I	Refer to Audit and Performance Review Committee Minutes (18 March 2010).
Audit and Performance Review Committee's Terms of Reference	Audit and Performance Review Committee	Sep-10	Bi-annually (March/September as required)	Consider / Recommend any amendments to Management Committee / Fire Authority	Clerk and Monitoring Officer	Part I	Refer to Fire Authority Minutes (24 June 2009) and Committee Minutes of 18 March 2010. Committee agreed at its March 2010 meeting to periodically revisit and review its Terms of Reference (added to Forward Plan for bi-annual reporting as required). Item withdrawn as amendments presented to Management Committee in July 2010 for subsequent presentation to Fire Authority in September 2010 for approval. To be reviewed next by Audit and Performance Review Committee in March 2011.
Performance Data report	Audit and Performance Review Committee	Sep-10	Each meeting	Note	Group Manager (Performance Review)	Part I	Standing Agenda Item. Report to include a random selection of Performance Indicators and an overview of performance through the balanced scorecard.
Audit and Performance Review Committee Work Programme	Audit and Performance Review Committee	Sep-10	Annually	Consider and agree	Clerk and Monitoring Officer	Part I	
External Audit - 2009/10 Annual Governance Report/Letter	Audit and Performance Review Committee	Sep-10	Annually	Note	Authority Treasurer	Part I	Standing Agenda Item.

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Internal Audit update/progress report	Audit and Performance Review Committee	Sep-10	Each meeting	Note	Authority Treasurer / Internal Auditors	Part I	Standing Agenda Item. To be subsumed within Annual Internal Audit Report.
Annual Internal Audit Report for 2009/10	Audit and Performance Review Committee	Sep-10	Annually	Accept	Authority Treasurer / Internal Auditors	Part I	Standing Agenda Item. Item to be withdrawn as considered at May 2010 meeting.
Human Resources Strategy	Fire Authority	Sep-10	Annually	Approve	Director of Human Resources	Part I	Standing Agenda Item. Whilst considering the updated Human Resources Strategy for the period 2008/09, as approved by the Fire Authority in February 2008, the Director of Human Resources felt that, as there have been no new national HR initiatives since February 2008, and as the Fire and Rescue National Framework, on which it is in part based, runs to 2011, there were no significant updates required to the Strategy since last presented in February 2008 - therefore, no report required to February 2009 meeting. Item deferred to December 2009. At request of Director of Human Resources (05.11.09), deferred from December 2009 meeting to next meeting in February 2010. Subsequently deferred to April 2010 meeting as consideration of up-dated HR Strategy deferred pending Fire Authority's approval of overall Strategic Plan and latest IRMP Action Plan. Subsequently deferred to June 2010 meeting, as April 2010 meeting cancelled.  Subsequently deferred by Director of HR to September 2010 meeting as need to reflect the Strategic Planning process and Corporate Plan.
Audit and Performance Review Committee's Terms of Reference	Fire Authority	Sep-10	Singular	Approve	Clerk and Monitoring Officer	Part I	
Environmental Report - six-monthly update (to include Environment Member Champion report)	Fire Authority	Sep-10	6-monthly	Note	Environmental System Adviser / Fire Authority Environmental Champion	Part I	Standing Agenda Item - 6-monthly. Fire Authority in February 2010 agreed to align six-monthly environment reports and environment Member Champion six monthly reports-to now be reported to Fire Authority in April and September.
Annual Review of Health, Safety and Welfare	Fire Authority	Sep-10	Annually	Note	Director of Human Resources	Part I	Standing Agenda Item.
Equality and Diversity Strategy (and associated Action Plan)	Fire Authority	Sep-10	Annually	Note / Approve Single Equality Scheme	Director of Human Resources	Part I	Standing Agenda Item.
FiReControl and FireLink update report	Fire Authority	Sep-10	Annually	Note	Assistant Chief Fire Officer / Area Manager (Support Services)	Part I	As advised by Area Manager (Support Services). Exception reports to be provided to other meetings of the Fire Authority, if required.
Budget Monitoring	Fire Authority	Sep-10	Each meeting	Note	Authority Treasurer	Part I	Standing Agenda Item.
Regional Management Board - update briefing	Fire Authority	Sep-10	Each meeting	Note	Chairman	Part I	Standing Agenda Item.
South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL) - update report	Fire Authority	Sep-10	Each meeting	Note	Appointed Member Representative	Part I	Standing Agenda Item.
Royal Berkshire Fire and Rescue Training Ltd - 6-monthly progress report	Fire Authority	Sep-10	6-monthly	Note	Director of HR / Authority Treasurer	Part 1	Standing Agenda Item.

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Progress Report on FireLink	Fire Authority	Sep-10	Singular	Note	Area Manager Support Services IRMP	Part I	At the request of ACFO (refer to ISSG minutes on 5 May 2010)
IRMP Working Party Terms of Reference	IRMP Working Party	Sep-10	Singular	Consider / Recommend any amendments to Fire Authority	Clerk and Monitoring Officer / Assistant Chief Fire Officer	Part I	Refer to IRMP Working Party Minutes (18.05.10 - "...Terms of Reference be re-examined once the IRMP definition had been re-drafted for subsequent approval by the Fire Authority (Minute extract not yet approved). Item therefore deferred to January 2011 meeting. (Replicated entry in Forward Plan removed)
Integrated Risk Management Planning Definition	IRMP Working Party	Sep-10	Singular	Recommend	Clerk and Monitoring Officer / Assistant Chief Fire Officer	Part I	Item withdrawn - to be considered at IRMP Working Party meeting in August 2010.
Integrated Risk Management Planning Definition	Management Committee	Oct-10	Singular	Recommend to Fire Authority	Assistant Chief Fire Officer	Part I	
Chief Fire Officer's Annual Salary Review	Management Committee	Oct-10	Annually	Approve	Director of Human Resources	Part II	Standing Agenda Item. It was agreed at the Management Committee meeting held on 22.03.10 that consideration of the 2010 Annual Review of Local Pay Ranges be deferred until the Committee's meeting in October 2010. Item deferred from May 2010 meeting to October 2010 meeting.
FireLink demonstration	Management Committee	Oct-10	Singular	Presentation	Assistant Chief Fire Officer / Communications Officer	Part I	At request of Executive Committee in May 2009 (refer to Minutes of 18 May 2009).
Human Resources Monitoring Report - Retirements, Accidents, Sickness, Equality and Diversity and Retention	Management Committee	Oct-10	6-monthly	Note	Director of Human Resources	Part I	Standing Agenda Item.
Budget Monitoring	Management Committee	Oct-10	Each meeting	Note	Authority Treasurer	Part I	Standing Agenda Item (NB - no report to May Management Committee).
Fire and Rescue Authorities Mutual Ltd	Management Committee	Oct-10	Each meeting	Note	Authority Treasurer	Part I / II	Standing Agenda item. Update report.
South East Fire and Rescue Service Control Centre Ltd (SEFRCCCL) - update report	Management Committee	Oct-10	Each meeting	Note	Appointed Member Representative	Part I	Standing Agenda Item.
Crewing Level Monitoring (quarterly report - April-June 2010)	Management Committee	Oct-10	Quarterly reporting	Note	Deputy Chief Fire Officer	Part I	Standing Agenda Item. (Quarterly reporting - January-March / April-June / July-September / October-December).
Human Resources Monitoring Report - Retirements, Accidents, Sickness, Equality and Diversity and Retention	Management Committee	Oct-10	6-monthly	Note	Director of Human Resources	Part I	Standing Agenda Item.
Corporate Risk Management	Management Committee	Oct-10	Bi-annually	Note	Chief Fire Officer / Group Manager (Performance Review)	Part I	Standing Agenda Item (bi-annually - March/October). Refer to Management Committee Minutes (22 March 2010).
Rescue Support Vehicle	Management Committee	Oct-10	Singular	Information	Deputy Chief Fire Officer	Part I	Rescue Support Vehicle to be demonstrated, subject to availability, to enable Committee Members to view the vehicle and its capabilities. (Refer to Minutes - 22 March 2010).
Annual Review of Pay Ranges	Management Committee	Oct-10	Singular	Approve	Director of Human Resources	Part II	Decision deferred from March 2010 meeting to October 2010 meeting. (Refer to Minutes - 22 March 2010).

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3-5 Year Strategic Asset Management Plan	Strategic Asset Management Committee	Oct-10	Singular	Consider	Deputy Chief Fire Officer / Assistant Chief Fire Officer / Authority Treasurer	Part I	As agreed at 17 August 2009 meeting.
Capital Expenditure Update	Strategic Asset Management Committee	Oct-10	Each meeting	Consider	Deputy Chief Fire Officer / Assistant Chief Fire Officer / Authority Treasurer	Part I	Standing Agenda Item
Performance Data report	Audit and Performance Review Committee	Dec-10	Each meeting	Note	Group Manager (Performance Review)	Part I	Standing Agenda Item. Report to include a review update regarding Uniformed Performance Development Interviews conducted (refers to LP15 - number of Performance Development Interviews completed).
Internal Audit update/progress report	Audit and Performance Review Committee	Dec-10	Each meeting	Note	Authority Treasurer / Internal Auditors	Part I	Standing Agenda item.
Annual Audit and Inspection Letter	Audit and Performance Review Committee	Dec-10	Annually	Note	Authority Treasurer	Part I	Standing Agenda Item. (Note - reporting schedule is subject to variance by Audit Commission and can be reported in December or at subsequent March meeting - included on Forward Plan in March, if required. Last presented in December 2009).
Integrated Risk Management Planning Definition	Fire Authority	Dec-10	Singular	Adopt	Assistant Chief Fire Officer	Part I	
Review Local Protocol on Member Champions	Fire Authority	Dec-10	Singular	Review	Clerk and Monitoring Officer	Part I	Protocol accepted by Fire Authority in June 2009, for subsequent review in 18 months.
Human Resources Strategy	Fire Authority	Dec-10	Annually	Approve	Director of Human Resources	Part I	May be removed from Agenda subject to Director of Human Resources clarifying, post September 2010 Fire Authority meeting, the reporting timeframe - item previously deferred a number of times for varying reasons.