

**ESSEX POLICE, FIRE AND CRIME COMMISSIONER**  
**FIRE & RESCUE AUTHORITY**  
 Essex County Fire & Rescue Service



<b>Meeting</b>	<b>SLT</b>	Agenda Item	6h
	<b>Performance &amp; Resources Board</b>		11
<b>Meeting Date</b>	21 April 2020	Report Number	<b>20-98</b>
	30 April 2020		
<b>Report Author:</b>	Lucy Clayton, Performance, Assurance and Business Planning Manager		
<b>Presented By</b>	Rick Hylton, Deputy Chief Fire Officer		
<b>Subject</b>	Annual Plan End of Year Report		
<b>Type of Report:</b>	Information		

**RECOMMENDATIONS**

Following agreement of the Annual Plan at the September Performance and Resource Board, the Continuous Improvement Board were asked to provide quarterly updates to the Service Leadership Team (SLT) and Performance and Resources on the progress of activity identified in the plan.

SLT are asked to note the contents of the Annual Plan update report attached and provide feedback to ensure that the information presented in the report provides clarity and assurance that the service is working towards delivering against activities identified in the annual plan.

SLT to agree the closure of the 2019-20 Annual Plan in line with the activity updates provided.

**BACKGROUND**

The Annual Plan was produced to provide transparency relating to the planned activity to deliver against the Fire and Rescue Plan priorities. It also provided Directorates the opportunity for resources to be focused and aligned on the activity required for the year and for scrutiny and challenge that the activities undertaken by Essex County Fire Rescue Service will deliver against the priorities of the Fire and Recuse Plan.

The Plan identified high level activities and the members of SLT who would be responsible for providing assurance of the progress of these.

Progress against this Plan is captured on highlight reports for each activity, collated together into a summary update report and presented to the Continuous Improvement Board.

Continuous Improvement Board reviewed the update report and discussed the updates given and the recommendations made.

During the Continuous Improvement Board, held on the 3<sup>rd</sup> March, discussions were held around the activities due to be completed by the end of the year, ones which will roll over to next year and new activity for the 2020/21 Annual Plan

Members of SLT were requested to provide end of year updates and status for the activities.

At the end of 2019-20 Annual Plan

20 Activities were completed  
12 have been rolled in to the 2020-21 Plan  
1 has been closed uncomplete

A full summary against each activity is provided in Appendix 1 to this report.

## **BENEFITS AND RISK IMPLICATIONS**

1. The Annual Plan provides transparency relating to the planned activity to deliver against the Fire and Rescue Plan priorities
2. The Annual Plan provides Directorates the opportunity for resources to be focused and aligned on the activity required for the year
3. The Annual Plan and quarterly updates provide the opportunity for the Police Fire and Crime Fire and Rescue Authority assurance that the required activity is underway and being delivered and also provides the opportunity for scrutiny and challenge.
4. The benefit and Risk Implications of the annual plan is managed within the individual workstreams

## **FINANCIAL IMPLICATIONS**

5. Directors are responsible for formulating annual budgets to ensure delivery of the activity defined in the Annual Plan.

## **EQUALITY AND DIVERSITY IMPLICATIONS**

None in relation to the content of this report

## **WORKFORCE ENGAGEMENT**

None in relation to the content of this report

## **LEGAL IMPLICATIONS**

None in relation to the content of this report

## **HEALTH AND SAFETY IMPLICATIONS**

None in relation to the content of this report