



**Essex Police, Fire and Crime Commissioner Fire and Rescue Authority**

**Decision Report**

**Report reference number:** 017- 20

**Government security classification:** Not protectively marked

**Title of report:** Annual Plan 2020-21

**Area of county / stakeholders affected:** Throughout Essex

**Report by:** Rick Hylton, Deputy Chief Fire Officer

**Date of report:** 16 June 2020

**Enquiries to:** Rick Hylton, Deputy Chief Fire Officer

**1. Purpose of the report**

To request approval of the attached draft Annual Plan by the Police, Fire and Crime Commissioner.

**2. Recommendations**

That the Police, Fire and Crime Commissioner (PFCC) approves the draft Annual Plan 2020-21 further to its progress through the SLT, the Performance and Resources and Strategic Boards which have all agreed and approved the draft Plan.

### **3. Benefits of the proposal**

The Annual Plan provides transparency relating to the planned activity to deliver against the Fire and Rescue Plan priorities. Quarterly updates provide the opportunity for oversight and assurance that the required activity is underway and being delivered and provides the opportunity for scrutiny and challenge.

### **4. Background and proposal**

The Annual Plan has been produced to provide transparency relating to the planned delivery activities in the upcoming year. The Plan identifies high level activities and the members of SLT responsible for providing assurance of the progress of these. Progress against this Plan will be captured in quarterly highlight reports collated into a summary update report and presented to the Continuous Improvement Board for onward transmission to the PFCC. A draft Annual Plan for 2020-21 is provided as Appendix 1 of this report.

### **5. Alternative options considered and rejected**

None for the purposes of this report. The Plan this year has drawn on, and incorporated, the learning from the Plan 2019-20.

### **6. Strategic priorities**

This Plan enables the service to deliver against the objectives of the other strategic documents, primarily the Fire and Rescue Plan, to ensure that the objectives are prioritised and broken down into achievable and targeted activities. It is the working and management document derived from the strategic documents.

### **7. Operational implications**

None specific to this report.

### **8. Financial implications**

Directors are responsible for formulating annual budgets to ensure delivery of the activity defined in the Annual Plan and these will be drawn out as required and included in the MTFP and annual budget process.

### **9. Legal implications**

None in relation to the content of this report

### **10. Staffing implications**

None specific to this report.

### **11. Equality and Diversity implications**

None specific to this report.

## **12. Risks**

The benefits and risk Implications of the annual plan are managed within the individual workstreams.

## **13. Governance Boards**

The Draft Annual Plan 2020-21 was approved without amendment by the following:

SLT - 20 April 2020

Performance and Resources Board - 30 April 2020

Strategic Board - 11 June 2020

## **14. Background papers**

Cover reports for SLT, Performance and Resources and Strategic Boards

Draft Annual Plan 2020-21

**Decision Process**

**Step 1A - Chief Fire Officer Comments**

(The Chief Fire Officer is asked in their capacity as the Head of Paid Service to comment on the proposal.)

I support this paper and recommendation.....

.....

Sign:  .....

Date: ...16 June 2020.....

**Step 1B – Consultation with representative bodies**

(The Chief Fire Officer is to set out the consultation that has been undertaken with the representative bodies)

This is a working document and has been made available to the rep bodies as part of the governance process and meetings for Strat Board

**Step 2 - Statutory Officer Review**

The report will be reviewed by the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority’s (“the Commissioner’s”) Monitoring Officer and Chief Finance Officer prior to review and sign off by the Commissioner or their Deputy.

Monitoring Officer

Sign:



Print: P. Brent-Isherwood

Date: 22 September 2020

Chief Finance Officer

Sign: ...  ... Neil Cross

Date: 16/06/20

**Step 3 - Publication**

Is the report for publication?      **YES**

If ‘NO’, please give reasons for non-publication (Where relevant, cite the security classification of the document(s). State ‘none’ if applicable)

.....

.....N/A.....

If the report is not for publication, the Monitoring Officer will decide if and how the public can be informed of the decision.

**Step 4 - Redaction**

If the report is for publication, is redaction required:

- 1 Of Decision Sheet NO
- 2 Of Appendix NO

If 'YES', please provide details of required redaction:

.....  
.....N/A.....

**Date redaction carried out:** .....

If redaction is required, the Chief Finance Officer or the Monitoring Officer are to sign off that redaction has been completed.

Sign: .....

Print: .....

Date signed: .....

**Step 5 - Decision by the Police, Fire and Crime Commissioner or Deputy Police, Fire and Crime Commissioner**

I agree the recommendations to this report:

Sign:  (PFCC)

Print: Roger Hirst

Date signed: 28 September 2020

I do not agree the recommendations to this report because:

.....  
.....

Sign: ..... (PFCC / DPFCC)

Print: .....

Date signed: .....