



Meeting	Service Leadership Team	Agenda Item No.	5f
	Performance and Resources Board		10
Meeting Date	8 June 2021		
	28 June 2021		
Report Authors:	Lucy Clayton		
Presented By	Rick Hylton		
Subject	Annual Plan Change Management		
Type of Report:	Information		

RECOMMENDATIONS

Following the agreement of the Annual Plan, Performance and Data have been asked to produce a brief paper detailing the Change Process for activities within the current scope of the Annual Plan, future additions to the plan and amendments to agreed activities.

The board are asked to note the contents of the report and the attached appendices which document the process.

OVERVIEW

The Annual Plan is monitored and governed through quarterly reporting to the Continuous Improvement Board (CIB). This Board is responsible for the agreement of any changes/updates to the plan.

It has been identified that there are four changes to the Annual Plan that would need to be approved by Continuous Improvement Board. These are:

- New Activity
- Update to Activity Description
- Rolled over Activity
- Closed Activity

Each of these activities will require a template to be completed by the activity owner and signed off by Continuous Improvement Board. Where applicable these activities and amendments will be discussed at the Extended Leadership Team before being submitted to the CIB. These will then be included, for information, on the Quarterly reports and updates provided to Service Leadership Team and Performance and Resources Board

BENEFITS AND RISK IMPLICATIONS

The Annual Plan updates will continue to provide transparency relating to the planned activity to deliver against the Fire and Rescue Plan priorities.

The benefit and Risk Implications of the annual plan are managed within the individual workstreams and will be updated as appropriate to reflect agreed changes.

FINANCIAL IMPLICATIONS

Directors are responsible for formulating annual budgets to ensure delivery of the activity defined in the Annual Plan and responsibility to reflect any financial implications will remain with them. Consideration should be given as part of any change request and reflected accordingly.

EQUALITY AND DIVERSITY IMPLICATIONS

Is this decision anticipated to have an impact on any of the following protected groups as defined within the Equality Act 2010:

<i>Race</i>	<i>No</i>	<i>Religion or belief</i>	<i>No</i>
<i>Sex</i>	<i>No</i>	<i>Gender reassignment</i>	<i>No</i>
<i>Age</i>	<i>No</i>	<i>Pregnancy & maternity</i>	<i>No</i>
<i>Disability</i>	<i>No</i>	<i>Marriage and Civil Partnership</i>	<i>No</i>
<i>Sexual orientation</i>	<i>No</i>		

All workstreams will continue to assess equality and diversity implications individually and should complete PIA's if required. The Continuous Improvement Board will verify that this has been considered when agreeing Change requests.

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