

Report of the Assistant Chief Officer: Prevention

Annual Service Plan 2023-24

Purpose of report

1. This report seeks approval for the draft Annual Service Plan 2023-24.
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Recommendation

It is recommended that the Fire Authority considers the draft Annual Service Plan 2023-24 and approves it for publication on the Service website.

Introduction and Background

2. The Service produces a Fire Authority Annual Service Review and Annual Service Plan as part of its corporate planning process. The Annual Service Plan is a look ahead to activities planned for the coming year, with priorities arranged against the overall aims of the Community Risk Management Plan 2021-25 (CRMP) and the Service's Core Strategies. The Annual Service Review is a review of the previous year's activity and performance, and an overview of the Service organisation and budget: the Review is reported elsewhere on the agenda.
3. The two report format was introduced in 2021-22 as a replacement to the Fire Authority Annual Report, reflecting a change to a more accessible, visual and engaging style suited to an increasingly online audience.

The Annual Service Plan 2023-24

4. The Annual Service Plan highlights the key priorities for the Service in 2023-24 set out under the main CRMP headings of Response, Protection, Prevention, Valuing Our Workforce and Value For Money.
5. The overall focus for the year remains firmly fixed on driving organisational and operational excellence throughout the Service. Activities are focused on continuous improvement across our Response, Protection and Prevention functions, as well as supporting our workforce to make a positive difference for our communities and ensuring we continue to use our resources in the best ways to deliver value for money for the public.
6. The Plan is included as Appendix 1.

Conclusion/Summary

7. This report presents the Annual Service Plan 2023-24, which sets out our key priorities and activities for the coming year.
8. Subject to Fire Authority approval, the finalised report will be published on the Service website.

Corporate Considerations

Resource Implications (identify any financial, legal, property or human resources issues)	The Annual Service Plan provides information on resources necessary to support the implementation of Fire Authority objectives and priorities.
Strategic Policy Links & Core Code of Ethics (identify how proposals link with current priorities & policy framework and align to the Core Code of Ethics)	The Plan highlights proposed priority activities in 2023-24 to support the delivery of the CRMP 2021-25 and Core Strategy objectives. The Plan also reports on the Service's adoption of the Core Code of Ethics.
Risk Management / Health & Safety (identify any risks, the proposed control measures and risk evaluation scores).	The Plan provides an overview of proposed priority actions. Risk implications are considered as part of the details of each activity as drawn up in departmental business plans.
Consultation (identify any public or other consultation that has been carried out on this matter)	Strategic Leadership Board consultation.
Equalities (has an Equalities Impact Assessment been completed? If not, why not?)	When preparing projects or other activities, departments are required to consider proposed actions against the Service's equality objectives as set out in the Equality, Diversity and Inclusion Plan 2020-25.
Data Protection Impact Assessment (where personal data is processed a DPIA must be completed to ensure compliant handling)	No personal data is processed in the Plan.

Supporting Information

Appendix 1 – Annual Service Plan 2023-34 – separate enclosure