

**LANCASHIRE COMBINED FIRE AUTHORITY
PLANNING COMMITTEE**

Meeting to be held on Monday 20th March 2017

ANNUAL SERVICE PLAN 2017/18

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Executive Summary:

This year's Annual Service Plan continues to provide LFRS with the platform to highlight the priority activities that the Service intends to deliver over the upcoming year. To maintain the strong position the Service has upheld over recent years, this year's plan focuses on addressing capability and collaboration, workforce development and operational effectiveness.

A draft of the final format is near completion and will be published in April.

Decision Required:

The Planning Committee is asked to note and endorse the report.

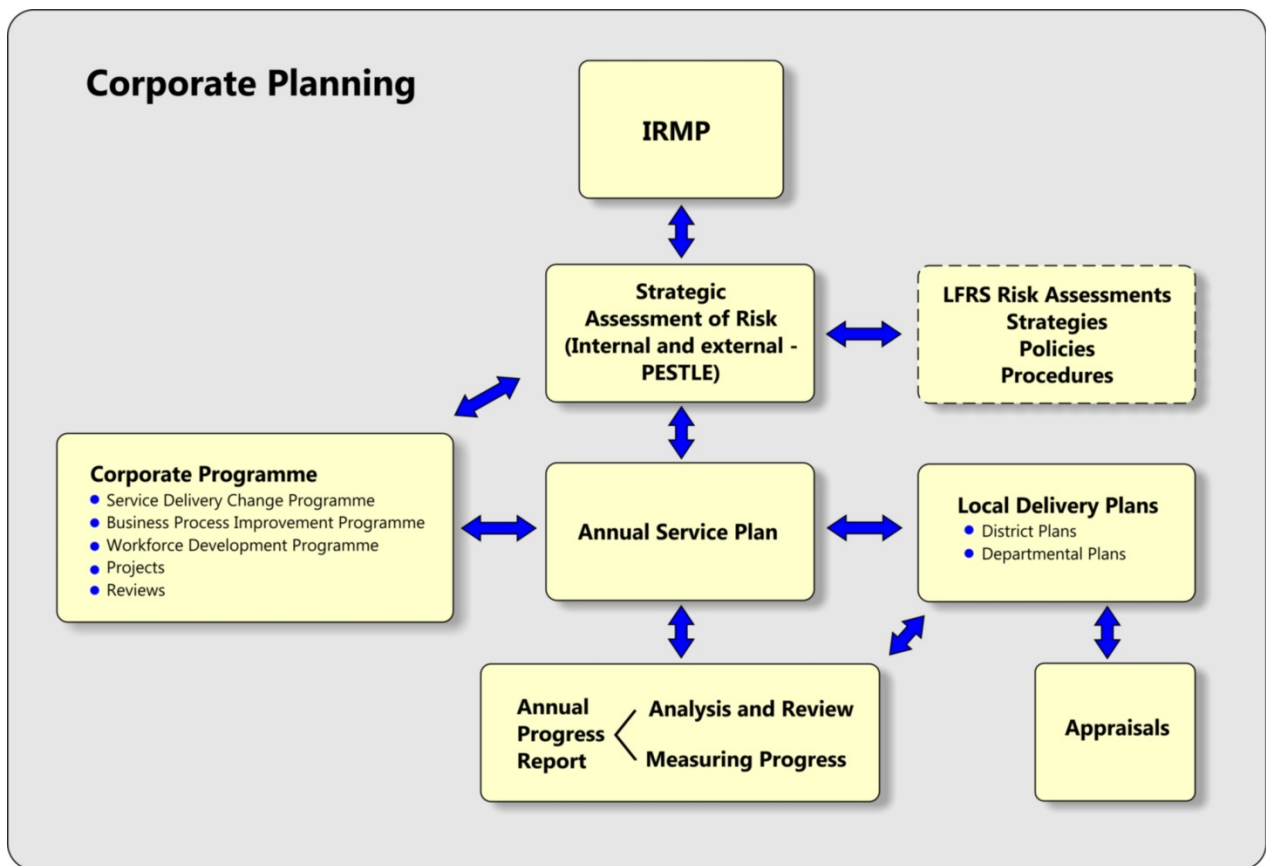
Background

The Annual Service Plan is a core part of our planning framework which sets out the activities we intend to deliver during the next 12 months and is built around the Service's four corporate priorities that are detailed in the Integrated Risk Management Plan.

1. **Preventing** fire and other emergencies from happening and **Protecting** people and property when fires happen
2. **Responding** to fire and other emergencies quickly and competently
3. **Valuing** our people so they can focus on making Lancashire safer
4. **Delivering** value for money in how we use our resources

Role in the planning framework

The Annual Service Plan sits at the heart of our framework and informs activity that will be led across the Service as well as locally within district plans. Activities that we plan to deliver also inform our staff performance appraisal so that all staff understand our plans and are involved in helping to deliver our key activities. The following diagram, taken from our IRMP, demonstrates this process.



As in previous years, detailed under each corporate priority is a series of priority activities. This year's plan also provides a brief description of each item to give further clarity and context. This ensures that all staff and the public are informed of the changes and activities the Service aims to progress and how these items fit within our priorities. This provides the opportunity for the Service to ensure that we continue to provide transparency and visibility of our plans in a clear concise format. The governance arrangements for delivery of the Annual Service Plan will continue to be monitored through the Service's Corporate Programme Board.

Focus of activity

Last year's focus on consolidation gave us time and space to reflect and embed the changes that we had made to bring about service improvements and success. However, as was reported at the Lancashire Combined Fire Authority meeting, we now have a much clearer picture of what the Government's Fire Reform programme involves:

- Efficiency and collaboration;
- Transparency and accountability;
- Workforce reform.

As a result, our action plan this year involves activities to improve in these areas.

A draft of the final format is near completion and will be published in April. The following table sets out the list of activities that will be contained within the plan.

Preventing fires and other emergencies from happening and Protecting people and property when they happen

- Actively Participate in Health and Wellbeing Boards
- Implement Safe and Well Visits Across the Service
- Deliver a Multi-agency Hub at Chorley
- Deliver Action Plans for Start Safe, Live Safe, Age Safe and Road Safe

Responding to fire and other emergencies quickly and competently

- Roll out of Emergency First Responding
- Emergency Cover Review
- Emergency Services Mobile Communications Project
- Evaluation of the Water Tower
- Incident Command Units
- Multi Compartment Firefighting Training Unit
- Strengthen and Assure Ourselves of our Operational Preparedness, Response and Learning
- Strengthening and Improving our RDS System
- Deliver PORIS

Valuing our people so they can focus on making Lancashire safer

- Further embed equality, diversity and inclusion in all aspects of our Service
- Implement revised staff induction
- Implement revised performance management appraisals with a view to embedding our organisational values
- Build a strong and resilient workforce
- Implement a leadership conference
- Develop leadership capability to support our organisational culture and develop leaders now and for the future
- Review images, symbols and recognition of staff
- Deliver an apprentice strategy
- Review day crewing at day crewing stations

Delivering value for money in how we use our resources

- Invest in creating local training facilities
- Property collaborations and co-location
- Building a fleet and transport workshop
- Strategic alliance with the Lancashire Constabulary
- ISO standards renewal
- Information management strategy

Business Risk

The Annual Service Plan forms an integral part of the Service's corporate planning process. It sets and communicates a clear strategic direction of travel for the next 12 months. The provision of such a document ensures that proper business planning takes place.

Sustainability or Environmental Impact

None.

Equality and Diversity Implications

The Annual Service Plan will be available in alternative formats on request. This year’s plan contains the specific action of further embedding equality, diversity and inclusion.

HR Implications

None.

Financial Implications

The Annual Service Plan will be made available on line. However, hard copies will also be made available to staff as part of our efforts to improve staff engagement and develop leadership capability.

**Local Government (Access to Information) Act 1985
List of Background Papers**

Paper	Date	Contact Justin Johnston Tel. 01772 866801
Reason for inclusion in Part II, if appropriate:		