

Towards a Dorset & Wiltshire Fire & Rescue Authority

MEETING	Shadow Fire and Rescue Authority
DATE OF MEETING	23 June 2015
SUBJECT OF THE REPORT	Programme of Shadow Authority Meetings and Seminars for 2015/16
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For decision
EXECUTIVE SUMMARY	This paper proposes a work programme for the Shadow Fire and Rescue Authority. This work programme included an outline agenda for key meetings along with areas for discussion for a series of seminars during 2015-16. The programme will need to evolve and reflect emerging programme requirements.
RISK ASSESSMENT	Failure to adopt a clear strategic decision-making timetable aligned to the combination programme will lead to poor governance arrangements.
COMMUNITY IMPACT	None for the purposes of this report
BUDGET IMPLICATIONS	None for the purposes of this report
RECOMMENDATIONS	It is recommended that Members agree the work programme as set out in appendix A
BACKGROUND PAPERS	None
APPENDICES	A: Programme of Shadow Authority Meetings and Seminars for 2015/16
REPORT ORIGINATOR	Derek James, Assistant Chief Officer Tel: (01305) 252606 Dorset or (01308) 731103 Wiltshire

Appendix A

Future Work Programme for Shadow Board

2015

Event	Outline agenda
<p align="center">Shadow Authority and Joint Member Seminar 23 June 10 am-2 pm (Milford Hall Hotel, Salisbury)</p>	<p>Inaugural meeting of Shadow Authority 10-11.30 am</p> <ul style="list-style-type: none"> • Adoption of Proposed Standing Orders • Adoption of Member Code of Conduct • Adoption of Member/Officer Protocol • Adoption of terms of Reference for Shadow Policy and Resources Committee • Adoption of Finance, Procurement and Contract Regulations • Adoption of Scheme of Members Allowances • Adoption of programme of Shadow Authority Meetings and Seminars for 2015/16. <p>Joint Members Seminar 11.30am-2pm</p> <ul style="list-style-type: none"> • Discuss general progress with combination programme • Discuss proposed vision and priorities
<p align="center">Shadow Policy and Resources Committee 22 July 10 am-1 pm (Milford Hall Hotel, Salisbury)</p>	<ul style="list-style-type: none"> • Discuss programme monitoring • Adopt proposed branding for Authority and Service
<p align="center">Shadow Policy and Resources Committee 17 September 2 pm-5 pm (Milford Hall Hotel, Salisbury)</p>	<ul style="list-style-type: none"> • Discuss programme monitoring • Adoption of approach to Member induction, development and reviews • Adoption of policies for Annual Governance Statement and Corporate Statement of Assurance • Adoption of clerking arrangements • Discuss approach to initial governance arrangements • Note external audit reports for DFA and W&S CFA • Note Statement of Assurances of DFA and W&S CFA
<p align="center">Joint Member seminar & Shadow Policy and Resources Committee 23 October (Milford Hall Hotel, Salisbury)</p>	<p>Joint Members seminar 10-12pm</p> <ul style="list-style-type: none"> • Discuss progress of combination programme, emerging governance framework and budget forecasts <p>Shadow Policy and Resources Committee 12pm-2pm</p> <ul style="list-style-type: none"> • Discuss draft proposed budget principles
<p align="center">Shadow Policy and Resources Committee 5 November 10 am-1 pm Salisbury City Hall</p>	<ul style="list-style-type: none"> • Discuss programme monitoring • Adoption of strategic framework for initial governance • Adoption of scheme of Members Allowances aligned to initial governance framework • Discuss proposed budget forecasts and medium term finance plan • Note final audit letters for DFA and W&S CFA

2016

Event	Outline agenda
<p align="center">Joint Member seminar & Shadow Policy and Resources Committee</p> <p align="center">14 January 2016 (Milford Hall Hotel, Salisbury)</p>	<p>Joint Members seminar 10-12pm</p> <ul style="list-style-type: none"> • Discuss progress of combination programme, proposed Community Safety Plan and supporting arrangements; budget and medium term finance plan <p>Shadow Policy and Resources Committee 12pm-2pm</p> <ul style="list-style-type: none"> • Discuss programme monitoring • Discuss readiness for 1 April 2016 • Discuss pensions discretions • Discuss insurance policy and arrangements • Discuss treasury management strategy • Adoption of internal audit arrangements
<p align="center">Shadow Authority 12 February 2016 10 am-1 pm (Milford Hall Hotel, Salisbury)</p>	<ul style="list-style-type: none"> • Adoption of proposed Community Safety Plan • Adoption of final proposed budget, fire-precept and medium term finance plan • Adoption of scheme of delegation to officers • Adoption of corporate risk register for new Authority • Adoption of pay policy • Adoption of pensions discretions • Adoption of awards and recognition policy • Adoption of internal audit arrangements and plan • Adoption of insurance policy and arrangements • Adoption of treasury management strategy
<p align="center">Shadow Policy and Resources Committee March 2016 Venue and timing to be confirmed</p>	<ul style="list-style-type: none"> • Discuss programme monitoring • Discuss readiness for 1 April 2016
<p align="center">Dorset and Wiltshire CFA 1 April 2016 10 am-1 pm Salisbury (TBC)</p>	<ul style="list-style-type: none"> • New Authority adopts all necessary corporate plans, strategies, policies and governance arrangements developed by Shadow Board