

ACTIVITY - STATUTORY DUTIES & OBLIGATIONS

Management of Transition
Transfer Order Arrangements - Staffing
Transfer Order Arrangements - Property, Assets & Liabilities
Determination of resources required to complete the necessary legal work within the FRA and OPCC to ensure proper transfer to the new authority.
Business programme for the FRA for the period until launch, to include training for staff and officers.
Notice of thanks to FRA members
FRA Expenses resolved
New duties of Commissioner FRA
Ensure that the Commissioner FRA has understanding of new role, duties & responsibilities and receives an introduction to FRS operations
Detail the duties of the Commissioner FRA
Agreement on the mechanisms by which the Commissioner FRA will determine complaints against the chief fire officer
Complaint handling arrangements - await LGA guidance
Statutory Roles
Determine s151 officer arrangements
Determine Head of Paid Service arrangements
Map out posts to inform requirements & responsibilities to inform Scheme of Delegation
Determine Monitoring Officer arrangements
Generic Obligations to Public Bodies
FRA to identify what obligations exist
Health & Safety Responsibilities
Identify what the Commissioner FRAs responsibilities will be - Briefing and Introduction for Commissioner FRA

ACTIVITY - GOVERNANCE

Accountability Structure
Risk Register for Fire Governance Transition Project
Audit Committee Arrangements
Draft process by which the Commissioner FRA will give an account of its actions to the public
Draft process by which the Commissioner FRA will engage with stakeholders to understand and respond to their views
Draft arrangements that enable the provision of information to formal meetings of constituent local authorities when requested by those councils
Police, Fire & Crime Panel
Agree arrangements with the police, fire and crime panel for the provision of information reasonably required by the panel

Agree arrangements with the police, fire and crime panel for the panel's public meeting to consider the Commissioner FRA' annual report

Draft processes and procedures between the Commissioner FRA and the police, fire and crime panel to facilitate the panel's review or scrutiny of decisions made by the Commissioner FRA

Agree processes and procedures to meet requests for attendance by the Commissioner FRA and/or their staff at meetings of the panel, and processes for the handling of serious and conduct complaints against a Commissioner FRA

Agree processes for notification by the panel to the chief executive of the Commissioner FRA of the suspension of a Commissioner FRA

Agree arrangements for the notification to and review by the panel of the proposed level of precept to be set by the Commissioner FRA

Agree arrangements for the setting of a precept where the panel has exercised a veto on the proposals made by the Commissioner FRA

Agree with the police, fire and crime panel the process for the conduct of the confirmatory process for the appointment, suspension and removal of a Chief Fire Officer

Finance - Budget & Precept process, accountability & Audit

Agree level of Finance delegations & degree of alignment across organisations

Provide Commissioner FRA with overview of FRS Risk Register

Draft the method by which the Commissioner FRA and staff in the Office of the Commissioner FRA individually and collectively will evaluate the effectiveness of the FRS including the provision of an effective internal audit service.

Governance Framework

Statement of Corporate Governance

Code of Corporate Governance

Scheme of Corporate Governance (Delegations and Consents)

Financial Regulations

Other (Financial planning/ risk and resources/ systems and procedures/ contract regulations/ joint working arrangements etc)

Decision making process

Committee' structure

Required terms of reference

Put in place Pension Board arrangements

Process for Fire Annual Report to Commissioner FRA

Data Access - compatibility between PCC & FRA

Understand what is in place with Police and what is required before June 1st

Establishment of Office of the Commissioner FRA

Internal system of controls arrangements as they relate to Fire - Performance/ Risk/ Finance

Arrange data access for Commissioner FRA and staff

P.F.I

Arrange briefing and overview for Commissioner FRA on issue

Examine if novation of PFI Contracts is required

ACTIVITY - FINANCE

Implementation Issues

Assessment of the requirements to comply with EU procurement provisions for the establishment of bank accounts for the FRS' and Commissioner FRA

Establishment of budget monitoring procedures, including the establishment of the report and monitoring procedures for the Commissioner FRA

Determine arrangements for procurement of goods and services for the Commissioner FRA, producing a procedure manual for expenditure within the Commissioner FRA

Assessment of grants received from councils, gifts, loans and commercial sponsorship and the impact on such arrangements with the establishment of the Commissioner FRA.

Confirm internal audit arrangements, including strategy, work programmes and resulting resource requirements

Drafting agreement on the audit plan for FRS' and Commissioner FRA

Agree arrangements with relevant local authorities for the billing and collection of the precept

Arrangements for closedown and signing of accounts 2017/18

Arrangements for Annual Governance Statement 2017/18

Finance Issues

Agreement on the financial governance structures

Assessment of grants received from councils, gifts, loans and commercial sponsorship and the impact on DG to consider the impact on short term borrowing arrangements, PWLB and money market funds with the TM advisors such arrangements with the establishment of the Commissioner FRA

Confirm external audit arrangements

Check any VAT and HMRC requirements

Business Rates Pool (added)

Pensions Issues

Put in place pension board arrangements

Conversations with pension providers to ensure they note TUPE-like arrangements

Consider the administration of pension scheme

ACTIVITY - ASSETS & LIABILITIES

General

Provide Commissioner FRA with access to Asset Register as and when required

Vehicles & Equipment

Provide list of vehicles and other assets

Ensure list of vehicles are included in transfer scheme

Provide list of fixtures and fittings

Ensure list of fixture and fittings in transfer scheme

Establish if any assets are shared with third parties (including other council services)

Agree how to treat any shared assets

FRS service fleet - agree way forward

Assets - Property

Obtain freehold list

Obtain deeds for each property

Include property in transfer scheme

Overage discussions and agreements

Leasehold List including landlord/MA

Obtain copies of any leases and novate

Agree whether Facilities Management stays or transfers

IT & Telecoms

WiFi joint partnership with NHS - Briefing for Commissioner FRA

Provide Commissioner FRA and Commissioner FRA with an understanding of the ICT infrastructure

ACTIVITY - HUMAN RESOURCES

Contractual & Statutory

Draft PDR and objective setting process for the chief fire officer

Establish the process for appointment and dismissal of the chief fire officer to include the statutory role of the police, fire and crime panel

Obtain agreement with Chief Fire Officers on the working arrangements to be exercised by the Commissioner FRA in the appointment of chief officers posts

COSOP (TUPE)

Request COSOP/ TUPE information

Commence COSOP/ TUPE Information and Consultation with Unions in writing

Staff briefings and Group Consultation meetings

Prepare and circulate FAQs

Individual consultation meetings held (on request)

HR policies

Close COSOP/ TUPE consultation

issue confirmation of transfer letter

Issue welcome letter (from PCC)

Changes to contracts

Staff Transferred who work for other organisations

New Commissioner FRA Arrangements

Ensure that the Commissioner FRA has the appropriate skills, knowledge and experience

Statutory Officer Roles

ACTIVITY - COMMUNICATIONS

Announcement

Media - post Home Office release on website with PCC statement. Tweet.

Internal comms - FRS' and Police

Correspondence - Agree handling procedures e.g. correspondence

Branding - Agree organisation name
Branding - Design and approve new logo
Branding - Prepare new templates - letterhead, e-mail, meetings, Business Cards, Agendas
Branding - Order badges, banners, cards as required
Branding - take photos with fire and police
Website - Prepare OPCC new pages / amends links / FAQs
Website - Prepare FRA new pages / amends / links / archiving
Go Live Day
Implement Communications activity as per agreed Communications Strategy
Branding - Implement new branding - Inc twitter, Facebook, website, templates
Internal comms - FRS and Police
Media - Transfer Day
Staff engagement - meet the teams, visit all fire stations and teams / PCC induction
Stakeholder engagement - write to all stakeholders with update
Stakeholder engagement - Meet representative bodies (FBU, Fed, Unison, RTFU, Snr Fire Officers Union)
Strategy
Review of existing media handling arrangements and protocols with agreement between the FRA and FRS on the handling of media enquiries prior to launch
Agreement on how the FRA will deal with press enquiries on general issues, specific start-up issues, routing of press enquiries, who deals with press enquiries and format of information to be provided
Key Messages
Development of processes to ensure communication between the Commissioner FRA and staff of the Commissioner FRA with the FRS at both organisational and individual level.
Media and Comms - Establishment of a network between Commissioner FRA and key media regionally and nationally.
Consider: key message, web site, social media, comms strategy, Professional Staff
Agreement on the handling of media enquiries by the Commissioner FRA post launch, including identification of media training needs and provision to meet those needs.
Development of a process to ensure the Commissioner FRA is engaged with key stakeholders locally, regionally and nationally, including the production of a media network/database
Development of processes to ensure internal communication between the Commissioner FRA and their staff
Agreement on the identity of key stakeholder and partner groups
Agreement on the approach to be taken to communicate the work and role of Commissioner FRA to the public and stakeholders
Establishment of processes and procedures to deal with all correspondence, received in whatever form by the Commissioner FRA.
Determine all documentation which requires revision to ensure identity accords with that of the Commissioner FRA from launch
Provision of information in the public domain to meet the public's expectation on the openness and transparency of the transition
Consultation / Engagement
Ensure integration between the approach to wider communications and the arrangements to meet statutory consultation duties
Assessment of the consultation activities and arrangements within the precursor FRA with a view to establishing the ability to build on those arrangements.
Draft the arrangements for obtaining the views of the public and relevant taxpayers representatives on proposals for revenue and capital expenditure of the Commissioner FRA, prior to the setting of the precept.

Statutory

List of all statutory publications and the timescale in which they need to be available.

Agreement of new documentation for the Commissioner FRA as necessary including Freedom of Information Publication Scheme, equality documentation, planning documentation, annual report and accounts.

Determination of the statutory publications required for the Commissioner FRA to include annual accounts and annual reports.

Determination of any other publications required for the Commissioner FRA to include publications associated with the precept and annual planning documentation and other materials required.