FINANCE

FUNCTIONAL PLAN

ACTION TRACKER 2023/24

Our Purpose:

HERE TO SERVE. HERE TO PROTECT.

HERE TO KEEP YOU SAFE.

Action Plan 2023/24

KEY DELIVERABLE	ACTIONS TO ACHIEVE EXPECTED OUTCOMES	OWNER	PROGRESS	PROJECTED COMPLETION DATE	BOARD REPORT DATE	BRAG STATUS
8.1 Determine and implement a succession plan following the retirement of the Director of Finance and Procurement, the Chief Accountant and potentially other strategic management posts.	8.1.1 Advertise posts 8.1.2 Interview and appoint 8.1.3 Any failure to appoint – identify alternative options	Chief Fire Officer/Director of Finance and Procurement	**April – June update** Director of Finance & Procurement, Head of Finance posts have been filled and the Chief Accountant post advert is currently live. **July – Sept update** The Chief Accountant post was filled in August. The Management Accountant post advert is currently live. The team continue to work on succession planning.	July 2023 – March 2024		
8.2 To implement the "remedy" to resolve all MFRA public pension age discrimination cases.	8.2.1 Monitor consultation on regulation / legislation changes to enact remedy. 8.2.2 Work with LPP to respond to consultation	Director of Finance and Procurement	**April – June update** Responses have been sent via LPP to all consultations and currently working on a communication strategy with LPP that reflects Home Office proposals to prioritise roll-out of remedy with effect from October 2023. Potential risk that the software providers may delay the process, but work is on-going to avoid this.	August 2023 – March 2024		

	8.2.3 Work with LPP to implement HO priority list for resolving eligible FPS members' pensions as soon as possible. 8.2.4 Work with LPP to agree the communication strategy utilising any nationally agreed documentation.		**<u>July – Sept update</u>** Work with LPP on communications is progressing and initial communications have gone out to all individuals who are affected by the age discrimination. Software providers are estimating the application will be available from the middle of October. LPP have devised a manual process if the software application is not available in time for retirement from 1st October 2023.			
8.3 Review current Procurement Strategy in light of Modern Slavery Act and Procurement ask	8.3.1Review current procurement strategy and update as required 8.3.2Consider procurement route options, using local suppliers, Modern Slavery Ask, use of existing frameworks etc.	Head of Procurement	**<u>April – June update</u>** Work to commence once 2022/23 year-end ask / audit has been completed, as planned. **<u>July – Sept update</u>** Work has commenced and the review is currently taking place and the Procurement Strategy will be updated as required.	April 2023 – December 2023		

8.4 Determine process for approving new Finance, Procurement, HR and Payroll Application in order to have a new contract and system in place by August 2024.	8.4.1 Continue discussions with relevant lead service representatives on preferred procurement route. 8.4.2Get relevant sign-off for approach. 8.4.3Work with leads and Procurement to identify Framework and route to market	Director of Finance and Procurement / Director of POD	**April – June update** **July – Sept update** Discussions have taken place with the service leads and end users of the applications on the preferred procurement route. Procurement have identified relevant Government Frameworks as the route to procurement. A report is being prepared for Authority to request Authority approval.	April 2023 – March 2024		

BRAG Descriptor				
Action completed	Action is unlikely to be delivered within the current functional delivery plan	Action may not be delivered by the designated deadline within the functional plan	Action will be delivered by the designated deadline within the functional plan	Action not yet started

STATUS SUMMARY – 30.09.23	
Total Number of Workstreams	**12 (100%)**
Action completed	**0 (0%)**
Action is unlikely to be delivered within the current functional delivery plan	**0 (0%)**
Action may not be delivered by the designated deadline within the functional plan	**0 (0%)**
Action will be delivered by the designated deadline within the functional plan	**12 (100%)**

Action not yet started	**0 (0%)**

Please select from options