

Adopt a transparent and easily understood approach to planning and reporting throughout the Service

Planning, performance, and reporting structure for delivering the 2020-2024 Safety Plan.

Staffordshire Fire and Rescue Service is accountable to the community for how they deliver services and spend their money. Our operating environment is more complex, more scrutinised and less well-resourced. To function effectively in this more challenging environment we need a planning, reporting and decision making structure which provides a solid foundation for the activities of the Service and forms part of our governance process.

Good governance means that proper arrangements are in place to ensure that our intended objectives in the Safety Plan are achieved, the service is making Staffordshire safer and the spending represents value for money.

Meeting Structure

A good meeting framework requires and enables the sharing of information, consultative decision making and effective performance management. Meetings are used to provide clear, straightforward information sharing, performance management, scrutiny, create an audit trail and most importantly lead to effective decision making. However, meetings are expensive and resource hungry it is therefore essential that appropriate meeting structure exists. A poor meeting structure can lead to duplication, ineffective performance management, lack of scrutiny, and a distraction from delivering services.

The principles of the SFRS meeting structure are:

- Decisions should be taken at the lowest appropriate level, with co-ordination at the highest necessary level
- Data should only be collected once and have a clear purpose
- Assumptions on insights should be stated
- Decisions should be evidence based and informed by objective advice
- Decisions should be consultative and transparent
- Reporting need to be transparent, relevant, timely and accurate
- Reports should only be created once

The ultimate purpose of SFRS meeting structure is to ensure that the service is meeting the objectives set in the Safety Plan and keeping Staffordshire Safe. The aims of the meetings are to:

- Measure and monitor our performance in both terms of outputs and outcomes
- Monitor the progress of projects
- Planning and coordination of activities
- Enable discussion and dialogue to inform decision making
- Allow information and ideas exchange to the develop ideas and proposals
- Make decisions regarding plans, initiatives and objectives
- Maintain financial control of our budget

Support our people by providing them with the appropriate technology, equipment and systems

Our meeting structure has been built around the three levels of service delivery and the three tiers of measurement; Operational, Tactical and Strategic.

Operational - frequent and detailed - team level, measuring and monitoring outputs from group plans

Tactical - Service wide, issues and actions which affect the whole organisation

Strategic - Service wide high impact issues, Sector wide, long term.

