

*FINANCE*

**FUNCTIONAL PLAN**

**ACTION TRACKER 2023/24**

**Our Purpose:**

HERE TO SERVE. HERE TO PROTECT.

HERE TO KEEP YOU SAFE.

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| **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 | 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.  **October – December update**  The Chief Accountant post was filled in August 2023. The Management Accountant post was also filled in November 2023. Following these two key recruitment rounds, the team have continued to work on succession planning. | July 2023 – March 2024 |  |  |
| 8.1.2 Interview and appoint |
| 8.1.3 Any failure to appoint – identify alternative options |
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| **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. | 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.  **July – Sept update**  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.  **October – December update**  LPP are remaining to pay successfully via the manual process whilst testing continues of the software application. All MFRS retirees from 01/10/2023 have received their commutation within 10 working days of retirement. MFRS continue to work well with LPP in providing all required data to enable payments are made. | August 2023 – March 2024 |  |  |
| 8.2.2 Work with LPP to respond to consultation |
| 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. |
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| **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 | Head of Procurement | **April – June update**  Work to commence once 2022/23 year-end ask / audit has been completed, as planned.  **July – Sept update**  Work has commenced and the review is currently taking place and the Procurement Strategy will be updated as required.  **October – December update**  8.3.1 During the quarter the Procurement Act was passed which will replace the current legal framework for public procurement. Whereas the current Procurement Strategy is fit for purpose, a successor Strategy or Policy will be required. However, a new Strategy or Policy needs to be informed by the latest legislation. Training for the Procurement Act is not due to start until 2024.  8.3.2 Section 5 of the Strategy clearly states the Authority’s approach on local suppliers and modern slavery. Although framework agreements aren’t expressly mentioned in the Strategy they are used extensively by the Authority. In terms of the Strategy such agreements deliver Section 5 Principles including General, Value for Money, e-Procurement, Sustainable Procurement, Equality and Diversity, Social Value and Modern Slavery. Selection of framework agreements are done in conjunction with stakeholders and are primarily done on having suppliers that can deliver the goods or services required. The generic advantages of framework agreements are that they offer greater efficiency by having reduced tendering timescales; also, they reduce risk as suppliers have undergone a selection process to be a supplier on the framework agreement. | April 2023 – December 2023 |  |  |
| 8.3.2Consider procurement route options, using local suppliers, Modern Slavery Ask, use of existing frameworks etc. |
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| **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. | 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.  **October – December update**  The Authority Policy & Resources Committee agreed at the 14th of December meeting to award the contract for the Financial Management Information Application to Advanced Business Solutions Ltd (ABS) and for the HR and Payroll application with Zellis UK Ltd. Work is now taking place to ensure the contracts are in place by March 2024 (the existing contract expires 31st August 2024) and the implementation of working groups has been agreed to aid a  a smooth system migration. | April 2023 – March 2024 |  |  |
| 8.4.2Get relevant sign-off for approach. |
| 8.4.3Work with leads and Procurement to identify Framework and route to market |

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| **BRAG Descriptor** |

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| **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** |

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| **STATUS SUMMARY – 31.12.23** | |
| **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%)** |

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| Please select from options |