

Task number	Scope	Issues to be included	1	2	3	4	5	6	Responsible person	Project Officer	Scrutiny	Priority
39	Set up an organisational needs group to determine a policy that ensures synergy between individual and team activities and the strategic aims and objectives of the organisation	Policy to include PDRs and the appraisal system	Seek CMT approval	Implement policies					ACO (HR)	Head of Learning & Development	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	Med

40	Identify related L&D policies that require implementation monitoring and review	Implementation of policies that have not yet been implemented	Ensure the implemented processes are integrated into the Service Audit Programme					ACO (HR)	Head of Learning & Development	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	Low
41	Conduct an EIA review of all pre Sept 05 policies and projects. Establish a database that can be interrogated and introduce a robust quality assurance stage to the current system	Review all policies that have not been subject to an EIA and develop a suitable database to record assessments	Develop and implement procedure for quality assuring all EIAs	Seek approval from CMT on any changes to policy	Implement policy			ACO (HR)	Equality and Fairness Advisor	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	Med
42	Review of relevancy of all current policy documents to determine priority (traffic light)	Determine guidance for traffic lighting policies with regard to role related relevance.	Ensure all new policies comply with traffic light system	Seek CMT approval	Implement policies			DCFO	Director of Community Protection	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	Med

43	Set up an organisational development group to determine strategies to ensure all members of the workforce engage with the change agenda	Development of a plain speak strategy on how to achieve a positive culture in relation to change	Delivery of strategy					ACO (HR)	Head of Learning & Development	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	High
44	Explore the opportunities for capitalising on UK and EU funding streams	Consider notable practice as detailed on pages 48 and 52 of the Fire and Rescue Operational Assessment of Service Delivery issued by the CLG	Produce a report to CMT detailing recommendations	Seek FA approval if necessary following CMT decisions	Implement any changes			ACO (CS)	Director of Financial Services	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	High

45	Provide notable practice to relevant Directorates for consideration	Directorate heads to action as necessary						DCFO	Policy Support Officer	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	Med
46	Inter-directorate task and finish group to review the policy to ensure all future guidance is relevant and issued in a timely manner	Development of a procedure that automatically triggers the review of a guidance/ policy note on receipt of national guidance, GRA, ESFRS RAs, accident investigation outcomes, identification of notable practice, changes in legislation & business assurance action plans etc	Produce CMT paper making recommendations	Implement procedure following approval				DCFO	Director of Community Protection	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	High

47	Scope out anticipated workload to identify those policies that need modification and identify resource requirement	Prioritise policies and allocate timeline	Commence programme of update					DCFO	Director of Community Protection	CMT Review Bi-annually, DMT monthly monitoring, DCFO Bi-monthly monitoring	Med
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