

**Minutes of the Meeting of
Shropshire and Wrekin Fire and Rescue Authority
Audit and Performance Management Committee
held in the Oak Room, Headquarters, Shrewsbury
on Thursday, 7 July 2016 at 2.00 pm**

Present

Members

Councillors Adams, Barnes, Hosken, Hurst-Knight, Dr Jones (Chair) and Mellings (Vice-Chair)

Officers

Deputy Chief Fire Officer, Assistant Chief Fire Officer, Treasurer, Head of Service Delivery Transformation, Planning and Performance Manager, Head of Information and Communication Technology, Shropshire Rural Performance Group Commander (for item 12c), Corporate Support Manager and Executive Support Officer

External Bodies

Mr McLarnon (Grant Thornton, External Audit)
Mr Chadderton (Audit Services, Shropshire Council)

1 Apologies for Absence

Apologies for absence had been received from Councillor Pinter.

The Head of Finance, Mr Stocks from External Audit and Ms Pilawski from Audit Services, Shropshire Council had also given their apologies for the meeting.

2 Disclosable Pecuniary Interests

The Chair reminded Members that they must not participate in the discussion of, or voting on, any matter, in which they had a Disclosable Pecuniary Interest, and that they should leave the room prior to the commencement of the debate on any such matter.

Councillor Mellings declared a Disclosable Pecuniary Interest in item 7, Statement of Accounts 2015/16, as a Director of Shropshire Fire Risk Management Services Ltd.

Councillor Mellings had been granted a dispensation by the Fire Authority to take part in the discussion of, and voting on, certain matters, which related to Shropshire Fire Risk Management Services. Item 7 fell within this dispensation as it concerned the reporting of financial information for the year 2015/16.

3 Minutes

Members received the minutes of the Audit and Performance Management Committee meeting, held on 21 April 2016.

It was proposed by Councillor Mellings, seconded by Councillor Hurst-Knight, and

Resolved that the minutes of the Audit and Performance Management Committee meeting, held on 21 April 2016, be agreed and signed by the Chair as a correct record

4 Public Questions

No questions, statements or petitions had been received from members of the public.

5 Committee Constitution and Training

This report brought the latest version of the Committee's constitution to the notice of its Members. It also asked Members to decide how to proceed with the process for self-assessment and evaluation of the effectiveness of the Committee.

The Corporate Support Manager presented this report and asked the Committee how they wished to progress the Self-assessment and evaluation of the effectiveness of the Committee. It was agreed that the three outstanding Self-Assessment forms should be completed, after which the process for self-assessment and evaluation of the effectiveness of the Committee will be brought before the Committee for further discussion.

It was proposed by Councillor Adams, seconded by Councillor Barnes, and

Resolved that the Committee

- a) Note the constitution of the Audit and Performance Management Committee (attached as an appendix to the report); and
- b) Agree that all Committee Members should complete the Self-Assessment form, after which the process for self-assessment and evaluation of effectiveness of the Committee will be brought back to the Committee for further discussion.

6 External Audit

6a The Audit Plan

The External Audit Fee Letter 2016/17 set out details of the 2016/17 audit fee for the Authority, along with the scope and timing of External Audit's work and details of their team.

It was proposed by Councillor Hosken, seconded by Councillor Mellings, and

Resolved that the Committee note the External Audit Fee Letter 2016/17

6b Audit Committee Update for Year ended 31 March 2016

This paper reported on Grant Thornton's progress in delivering their responsibilities as external auditors. It included reference to a document '*Health and Safety in the Fire and Rescue Service – Embedding Lessons Learned*', produced jointly by the Chief Fire and Rescue Advisors in England & Wales, HM Fire Service Inspectorate in Scotland and the Health and Safety Executive, with the full support and involvement of the Chief Fire Officers Association.

The report asked the challenge question '*Are members aware of this publication and are officers responding appropriately to the learning in this document?*'

With regard to the challenge question relating to Health and Safety, the Chair asked if all members of the Committee were aware of the health and safety processes within the Service. As not all Members were confident in their knowledge of these processes, it was suggested by the Deputy Chief Fire Officer (DCFO), and agreed by the Committee, that a presentation on this issue be given to the next meeting of the Committee.

It was proposed by Councillor Jones, seconded by Councillor Adams, and

Resolved that the Committee note the Audit Update Report for Year ended 31 March 2016.

7 Statement of Accounts 2015/16

This report presented the unaudited Statement of Accounts to the Committee, for discussion prior to the presentation of the final, audited Statement at the September meeting of the Committee.

It was noted that the page numbers were missing from the Statement of Accounts and that there was an incorrect figure on the Revenue Expenditure Chart on page 7 of the Narrative Report. Officers undertook to amend both these issues.

Councillor Mellings asked if the Budget Report could be reconciled to the Comprehensive Income and Expenditure Statement. The Treasurer explained that this was possible but it was not a straightforward exercise.

It was proposed by Councillor Jones, seconded by Councillor Mellings, and

Resolved that the Committee note the draft Statement of Accounts 2015/16.

8 Annual Governance Statement 2015/16 and Improvement Plan 2016/17

The purpose of this report was twofold: it set out the draft Annual Governance Statement (AGS) for 2015/16 and the AGS Improvement Plan 2016/17 to be included in the Fire Authority's Statement of Accounts; and it also detailed progress on the 2015/16 Improvement Plan.

It was proposed by Councillor Hosken, seconded by Councillor Adams, and

Resolved that the Committee

- a) Note progress made on the 2015/16 Improvement Plan (Appendix A to the report);
- b) Agree to close the 2015/16 Improvement Plan, carrying forward any outstanding issues to the 2016/17 Improvement Plan; and
- c) Agree the AGS and 2016/17 Improvement Plan (Appendices B and C to the report respectively) for inclusion in the 2015/16 Statement of Accounts.

9 Corporate Risk Management Summary

This report was the latest of regular risk summary reports, to the Audit and Performance Management Committee. The report covered progress since the last update in April 2016.

The Head of Information and Communications Technology gave an overview presentation on Risk ID 2 – Security and resilience of the Command and Control System.

The Chair asked if the Brexit issue was a corporate risk due to the possible financial and procurement implications of Britain leaving the European Union. The DCFO explained that whilst it was not being considered as a corporate risk at present, officers are aware of the potential for it to become a risk and are monitoring the situation.

Councillor Mellings asked if risks relating to financial resilience and the Service Transformation Programme (STP) would be captured at this level or at the department risk level. The DCFO responded that the Corporate Risk Register was for those risks that had the potential for failure across the organisation as a whole. Whilst there was not a specific risk relating to STP on the Corporate Risk Register, potential risks relating to the STP would be captured on the Departmental Risk Registers of those departments involved in STP projects.

It was proposed by Councillor Hosken, seconded by Councillor Adams, and

Resolved that the Committee note the report.

10 Risk Management Group Internal Audit Progress Monitoring Report

This report provided an update on the monitoring of recommendations made by Internal Audit, which is undertaken by the Risk Management Group. It specifically covered details about the progress made against outstanding recommendations.

It was proposed by Councillor Jones, seconded by Councillor Mellings, and

Resolved that the Committee note

- a) The progress made against the outstanding recommendations; and
- b) That the Risk Management Group will continue to monitor progress against all recommendations, reporting to this Committee on a regular basis.

11 Summary of Compliments and Complaints 2013/14 to 2015/16

This report advised Members of summary details regarding the compliments and complaints received during 2015/16, with comparisons to 2014/15 and 2013/14.

It was proposed by Councillor Adams, seconded by Councillor Hosken, and

Resolved that the Committee note the report.

12 Performance

12a Service Targets April to June 2016

This report presented a summary of the Service's performance from April to June 2016.

It was proposed by Councillor Jones, seconded by Councillor Adams, and

Resolved that the Committee note the report.

12b Service Targets Presentations

Over the last year, in response to a request from the Committee, officers have given presentations on one or more of the Service Targets at each meeting. Members were asked to consider whether they wish this practice to continue over the coming year.

Councillor Mellings commented that the presentations were useful for Member awareness and understanding of the issues surrounding Service Targets and requested that the method of delivery continue in a presentation format.

Members also expressed a wish to receive further detail on the items contained in the Corporate Risk Register and that these be presented in a similar format to the Service Target presentations.

It was proposed by Councillor Jones, seconded by Councillor Mellings, and

Resolved that the Committee wish to continue to receive presentations, from officers, on one or more of the Service Targets at each meeting, and that the Committee also agree to receive presentations containing further detail on the items on the Corporate Risk Register

12c Wholetime and Retained Duty System Performance Monitoring January to March 2016

This report provided information regarding the ongoing performance and management in terms of the availability of wholetime and Retained Duty System (RDS) appliances in Shropshire.

The Chair referred to the information regarding Minsterley in the appendix to the report and asked for further information about the possibility of recruiting applicants from Pontesbury. The Group Commander explained that this was not something that had been explored previously but it may be necessary to achieve a balance in availability at Minsterley.

It was proposed by Councillor Jones, seconded by Councillor Adams, and

Resolved that the Committee note the report

The meeting closed at 2.55 pm.

Chair.....

Date.....