

## Standards, Audit and Performance Committee Work Plan 2025

### Report of the Chief Fire Officer

For further information about this report please contact Simon Hardiman, Chief Fire Officer, on 01743 260204 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

#### 1 Purpose of Report

This report puts forward a 2025 Work Plan for the Standards, Audit and Performance Committee for consideration and approval by Members. The report also reviews implementation of the activities listed in last year's Work Plan.

#### 2 Recommendations

The Committee is asked to approve the Standards, Audit and Performance Committee Work Plan 2025, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

#### 3 Background

Since March 2009 the business of the Standards, Audit and Performance Committee has been conducted in accordance with an annual Work Plan. The Plan sets out in a structured manner what the Committee's activities will be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference will be carried out in a timely manner and that no deadlines will be missed.

The proposed 2025 Work Plan is attached as an appendix to this report for consideration by the Committee.

#### 4 Review of 2024 Work Plan

Having carried out a review of the 2024 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out or are on the agenda for this meeting, except for the following:

**April 2024**

**Receive Ethical Framework Report including review of Member Code of Conduct and associated documents**

This report only goes to Committee if significant changes are required.

**September 2024**

**Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)**

Deferred to April 2025

**Consider and approve the Fire Authority's Annual Review (Annual Statement of Assurance) for recommendation to the Fire Authority**

Deferred to April 2025

**Review and re-affirm the Fire Authority's Reporting if Illegality and Malpractice (Whistleblowing) Policy**

Deferred to April 2025

**December 2024**

**Receive Pension Board minutes**

The next Pension Board meeting is scheduled for 10 December 2024 therefore minutes will go to April Committee Meeting.

**Receive Annual Report from Chair of Pension Board**

Deferred to April 2025

## **5 Proposed 2025 Work Plan**

During the review of the 2024 Work Plan officers also considered what activities should be included in the Work Plan for 2025, considering any recent developments.

Attached as an appendix to this report is a draft 2025 Work Plan, outlining all the actions which, it is expected, the Committee will need to carry out during the coming year. The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

The draft Work Plan includes the standards and human resources functions that were added to the Committee's Terms of Reference, as a result of the changes made to the Fire Authority's governance structure in April 2019.

## **6 Financial Implications**

There are no direct financial implications attached to the approval of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

## **7 Legal Comment**

The Standards, Audit and Performance Committee is not legally required to have in place a Work Plan. This does, however, represent good practice.

The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

## **8 Appendix**

Appendix: Standards, Audit and Performance Committee Proposed Work Plan 2025

## **9 Background Papers**

There are no background papers associated with this report.