

**Shropshire and Wrekin Fire and Rescue Authority
Standards, Audit and Performance Committee
Proposed Work Plan 2025**

	Action	Responsible Officer(s)	Completion Date
1	Review Terms of Reference of the Committee	Head of Human Resources and Administration (HHRA) and Executive Support Officer (ESO)	April 2025 To go to June 2025 Fire Authority meeting
2	Review Role Descriptions for the Chair and Vice-Chair of the Committee and for the Member Champion for Risk Management and Audit	HHRA and ESO Report to be brought to the Committee, only if significant changes are required	April 2025
3	Receive a report on the review of the Code of Corporate Governance	Assistant Chief Fire Officer (Service Support) (ACFO SS), Head of Finance and Planning and Performance Manager	April 2025 To go to June 2025 Fire Authority meeting
4	Receive Code of Corporate Governance Compliance Report	ACFO (SS) and Planning and Performance Manager	April 2025
5	Receive External Audit Plan for the year end including audit fee details	External Audit	April 2025
6	Review of Accounting Policies	Treasurer and Head of Finance	April 2025
7	Review and re-affirm the Fire Authority's Reporting of Illegality and Malpractice (Whistleblowing) Policy	ACFO (CS) and Treasurer	September 2025 To go to October 2025 Fire Authority meeting

	Action	Responsible Officer(s)	Completion Date
8	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	April 2025
9	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Treasurer, Head of Finance and HHRA	April 2025 To go to June 2025 Fire Authority meeting
10	Receive Corporate Risk Management Summary	Planning and Performance Manager	April 2025
11	Receive summary report on Corporate Performance Indicators (CPIs) for Q3: Apr to Dec 2024, including <ul style="list-style-type: none"> • On Call Performance Monitoring • CPI 9 Establishment, Diversity and Competency 	ACFO (SS), Head of Transformation & Collaboration (HoTC) and Group Commander (Rural)	April 2025
12	Receive report on CPIs for 2025/26 (Agreed at Strategy and Resources Committee in March)	ACFO (CS)	April 2025
13	Receive Ethical Framework Report including review of: <ul style="list-style-type: none"> • Member Code of Conduct • Code of Conduct complaints documentation and publicity • Members' Register of Interests form • Dispensations Procedure and Application Form 	ACFO (SS), HHRA, ESO and Monitoring Officer Only goes to Committee if significant changes are required	April 2025 To go to June 2025 Fire Authority meeting if significant changes are required
14	Receive annual report on Member Development	ACFO (CS)	April 2025
15	Receive update on Code of Conduct Complaints	Head of HR and Administration	April 2025

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16	Receive Pension Board Minutes	ACFO (SS) and ESO	April 2025
17	Receive a report on the constitution of the Committee to ensure new Members are aware of their role and responsibilities and agree Committee training needs	HHRA and ESO	July 2025
18	Approve Annual Governance Statement for inclusion of Statement and Improvement Plan in Final Accounts	Planning and Performance Manager	July 2025
19	Receive an update report on the Annual Governance Statement Improvement Plan	Planning and Performance Manager	July 2025
20	Receive the Head of Internal Audit's Annual Report and opinion on the framework of internal controls and agree any actions required	Head of Internal Audit	July 2025
21	Receive the annual summary report on compliments and complaints	ACFO (SS)	July 2025
22	Receive Corporate Risk Management Summary	Planning and Performance Manager	July 2025
23	Receive Year End (Q4) report on CPIs including On Call Performance Monitoring	ACFO (SS), HoTC and Group Commander (Rural)	July 2025
24	Receive Pension Board Minutes	ACFO (CS) and ESO	July 2025

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25	Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)	Treasurer and Head of Finance	September 2025
26	Receive from External Audit Audit Findings Report on Audit (Financial Statements and Value for Money Conclusion)	External Audit	September 2025
27	Chair of the Committee, Chief Fire Officer and Treasurer to sign the Letter of Representation (as per authority delegated by the Fire Authority in February 2012)	Chair of the Committee, Chief Fire Officer and Treasurer	September 2025
28	Consider and approve the Fire Authority's Annual Review (Annual Statement of Assurance) for recommendation to the Fire Authority	ACFO (SS) and HoTC	September 2025 To go to October 2025 Fire Authority meeting
29	Receive Corporate Risk Management Summary	Planning and Performance Manager	September 2025
30	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	September 2025
31	Receive summary report on CPIs for Q1 (Apr to June) including On Call Performance Monitoring	ACFO (SS), HoTC and Group Commander (Rural)	September 2025
32	Review Protocol on Member / Officer Relations	Head of HR and Administration Only goes to Committee if significant changes are required	September 2025
33	Review Protocol on Gifts and Hospitality for Members	Head of HR and Administration Only goes to Committee if significant changes are required	September 2025

	Action	Responsible Officer(s)	Completion Date
34	Approve the Committee's 2025 Work Plan	HHRA and ESO	December 2025
35	Receive and approve The Annual Audit Report from External Audit	External Audit	December 2025
36	Consider and approve the Annual Internal Audit Plan, including revision of the Service Level Agreement with Internal Audit	Internal Audit, Treasurer and Head of Finance	December 2025
37	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	December 2025
38	Receive Corporate Risk Management Summary	Planning and Performance Manager	December 2025
39	Receive summary report on CPIs for Q2 (April to September) including <ul style="list-style-type: none"> • On Call Performance Monitoring • CPI 9 Establishment, Diversity and Competency 	ACFO (CS) and Group Commander (Rural)	December 2025
40	Receive Pension Board Minutes	ACFO (SS) and ESO	December 2025
41	Receive Annual Report from Chair of Pensions Board	ACFO (SS) and ESO	December 2025
42	Consider and approve revisions to the Annual Audit Plan	Treasurer and Head of Internal Audit	As and when required

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43	Consider and approve any proposals for the revision of the Service Level Agreement with Internal Audit	Treasurer, Head of Finance and Head of Internal Audit	As and when required but in November at least every 4 th year
44	Consider reports on Internal Audit special investigations and agree recommendations for strengthening internal controls	Internal Audit	As and when required
45	Consider, investigate (where appropriate) and report upon, any other matter within the Committee's remit, referred by the Fire Authority, Chief Fire Officer, Treasurer, Head of Finance or Monitoring Officer	Committee and appropriate officer(s)	As and when required
46	Deal with Dispensation Applications	Committee and Monitoring Officer	As and when applications are made
47	Ensure provision of appropriate training for all Members of the Committee	Head of Finance, HHRA and ESO	Ongoing
48	Receive reports on External Audit's assessment frameworks to maintain awareness of current regimes	Chief Fire Officer, ACFO (CS) and Head of Finance	Ongoing