

Audit and Performance Management Committee Work Plan 2017/18

Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton,
Chief Fire Officer, on 01743 260204.

1 Purpose of Report

This report puts forward a 2017/18 Work Plan for the Audit and Performance Management 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 Audit and Performance Management Committee Work Plan 2017/18, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

3 Background

Since March 2009 the business of the Audit and Performance Management 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 2017/18 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2016/17 Work Plan

Having carried out a review of the 2016/17 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out or are on the agenda for this meeting, with the exception of those detailed on the following page.

April 2016

Receive session on Treasury Management

This training session was deferred to the July 2016 meeting of the Committee to allow members to receive an introductory session on the CIPFA process for self-assessment and evaluation of effectiveness of audit committees.

July 2016

Receive the Head of Internal Audit's Annual Audit Report and opinion on the framework of internal controls and agree any actions required

This report was brought to the Committee at its April 2016 meeting.

July and September 2016

Receive monitoring report on Shropshire Fire Risk Management Services (SFRMS) Ltd.

SFRMS Ltd. monitoring reports were not provided in either July or September 2016 due to the company's reduced trading activity, which took effect from May 2016

September 2016

Approve the Annual Governance Statement (AGS) for inclusion of the Statement and Improvement Plan in the Final Accounts

The Committee received an update report on the AGS Improvement Plan 2016/17 at the September meeting as it had agreed the AGS at its July 2016 meeting.

Receive a report on the review of the Fire Authority's Code of Corporate Governance

This report has been deferred to the April 2017 meeting of the Committee to enable officers to fully incorporate changes to the Code of Corporate Governance framework into the review.

5 Proposed 2017/18 Work Plan

During the review of the 2016/17 Work Plan officers also considered what activities should be included in that for 2017/18, taking into account any recent developments.

Attached as an appendix to this report is a draft 2017/18 Work Plan, outlining all of 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.

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 Audit and Performance Management 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

Audit and Performance Management Committee
Proposed Work Plan 2017/18

9 Background Papers

There are no background papers associated with this report.

**Shropshire and Wrekin Fire and Rescue Authority
 Audit and Performance Management Committee
 Proposed Work Plan 2017 to 2018**

	Action	Who is responsible	Completion Date
1	Review Terms of Reference of the Committee	Audit and Performance Management Committee, assisted by appropriate officers	April 2017 to go to Fire Authority Annual Meeting in June 2017
2	Officers to review Role Descriptions for the Chair and Vice-Chair of the Committee and for the Member Champion for Risk Management and Audit	Head of Human Resources and Administration Report to be brought to the Committee, only if significant changes are required	April 2017
3	Receive External Audit Plan for the year end	Audit and Performance Management Committee and External Audit	April 2017
4	Review of Accounting Policies	Audit and Performance Management Committee, Treasurer and Head of Internal Audit	April 2017
5	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Audit and Performance Management Committee, Treasurer, Head of Finance and Head of Human Resources and Administration	April 2017 to go to the Fire Authority's June 2017 meeting
6	Receive a presentation on the benefits emanating from the Service Transformation Programme	Audit and Performance Management Committee and Planning, Performance and Communications Manager	April 2017
7	Receive Corporate Risk Management Summary	Audit and Performance Management Committee and Planning, Performance and Communications Manager	April 2017

	Action	Who is responsible	Completion Date
8	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer • Group Commander (Rural) 	April 2017
9	Receive monitoring report on SFRMS Ltd. (quarterly reporting to Committee agreed by Fire Authority in September 2013)	Audit and Performance Management Committee and Company Manager	April 2017
10	Receive a report on the review of the Code of Corporate Governance	Audit and Performance Management Committee and Assistant Chief Fire Officer, Head of Finance and Planning, Performance and Communications Manager	April 2017 to go to June 2017 Fire Authority meeting (deferred from September 2016)
11	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their role and responsibilities and agree Committee training needs	Audit and Performance Management Committee and Head of Human Resources and Administration	July 2017
12	Receive the Audit Fee Letter	Audit and Performance Management Committee and External Audit	July 2017
13	Receive the Head of Internal Audit's Annual Audit Report and opinion on the framework of internal controls and agree any actions required	Audit and Performance Management Committee and Head of Internal Audit	July 2017

	Action	Who is responsible	Completion Date
14	Receive Statement of Accounts for comment	Audit and Performance Management Committee, Treasurer and Head of Finance	July 2017
15	Approve Annual Governance Statement for inclusion of Statement and Improvement Plan in Final Accounts	Audit and Performance Management Committee delegated to the Chief Fire Officer and Planning, Performance and Communications Manager in consultation with the Member Champion for Risk Management and Audit	July 2017
16	Receive an update report on the Annual Governance Statement Improvement Plan	Audit and Performance Management Committee and Planning, Performance and Communications Manager	July 2017
17	Receive the annual summary report on compliments and complaints	Audit and Performance Management Committee and Deputy Chief Fire Officer	July 2017
18	Receive Corporate Risk Management Summary	Audit and Performance Management Committee and Planning, Performance and Communications Manager	July 2017
19	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer • Group Commander (Rural) 	July 2017
20	Receive monitoring report on SFRMS Ltd. (quarterly reporting to Committee agreed by Fire Authority in September 2013)	Audit and Performance Management Committee and Company Manager	July 2017

	Action	Who is responsible	Completion Date
21	Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)	Audit and Performance Management Committee, Treasurer and Head of Finance	September 2017
22	Receive from External Audit Audit Findings Report on Audit (Financial Statements and Value for Money Conclusion)	Audit and Performance Management Committee and External Audit	September 2017
23	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)	Audit and Performance Management Committee and Chair of the Committee, Chief Fire Officer and Treasurer	September 2017
24	Review and re-affirm the Fire Authority's policy on Reporting of Illegality and Malpractice (Whistleblowing)	Audit and Performance Management Committee, Treasurer, Head of Finance and Head of Human Resources and Administration	September 2017 to go to Fire Authority's October 2017 meeting
25	Consider and approve the Fire Authority's Annual Review (Annual Statement of Assurance) for recommendation to the Fire Authority	Audit and Performance Management Committee, Assistant Chief Fire Officer and Planning, Performance and Communications Manager	September 2017 go to Fire Authority's October 2017 meeting
26	Receive Corporate Risk Management Summary	Audit and Performance Management Committee and Planning, Performance and Communications Manager	September 2017

	Action	Who is responsible	Completion Date
27	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer • Group Commander (Rural) 	September 2017
28	Receive monitoring report on SFRMS Ltd. (quarterly reporting to Committee agreed by Fire Authority in September 2013)	Audit and Performance Management Committee and Company Manager	September 2017
29	Approve the Committee's 2018/19 Work Plan	Audit and Performance Management Committee and Corporate Support Manager	December 2017
30	Consider and approve the Annual Internal Audit Plan, including revision of the Service Level Agreement with Internal Audit	Audit and Performance Management Committee, Internal Audit, Treasurer and Head of Finance	December 2017
31	Receive from External Audit and approve The Annual Audit Letter	Audit and Performance Management Committee and External Audit	December 2017
32	Receive the report on the Annual Governance Statement Improvement Plan	Audit and Performance Management Committee and Planning, Performance and Communications Manager	December 2017
33	Receive Corporate Risk Management Summary	Audit and Performance Management Committee and Planning, Performance and Communications Manager	December 2017

	Action	Who is responsible	Completion Date
34	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer • Group Commander (Rural) 	December 2017
35	Receive monitoring report on performance of SFRMS Ltd (quarterly reporting to Committee agreed by Fire Authority in September 2013)	Audit and Performance Management Committee and Company Manager	December 2017

36	Receive a report twice yearly from the Risk Management Group on the work completed by Internal Audit and progress made in implementing recommended actions, and agree any actions required	Audit and Performance Management Committee, Member Champion for Risk Management and Audit and Planning, Performance and Communications Manager	Twice yearly to fit in with Internal Audit findings
37	Consider and approve revisions to the Annual Audit Plan	Audit and Performance Management Committee, Treasurer and Head of Internal Audit	As and when required
38	Consider and approve any proposals for the revision of the Service Level Agreement with Internal Audit	Audit and Performance Management Committee, Treasurer, Head of Finance and Head of Internal Audit	As and when required but in November at least every 4 th year
39	Consider reports on Internal Audit special investigations and agree recommendations for strengthening internal controls	Audit and Performance Management Committee and Internal Audit	As and when required

	Action	Who is responsible	Completion Date
40	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	Audit and Performance Management Committee and appropriate officers	As and when required
41	Receive monitoring reports on the implementation of Best Value Reviews	Audit and Performance Management Committee and appropriate officers	As and when required
42	Ensure provision of appropriate training for all Members of the Committee	Audit and Performance Management Committee, Chief Fire Officer, Assistant Chief Officer, Treasurer and Head of Finance	Ongoing
43	Receive reports on External Audit's assessment frameworks to maintain awareness of current regimes	Audit and Performance Management Committee, Chief Fire Officer and Assistant Chief Fire Officer	Ongoing