

Audit and Performance Management Committee Work Plan 2016/17

Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

1 Purpose of Report

This report puts forward a 2016/17 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 2016/17, 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 2016/17 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2015/16 Work Plan

Having carried out a review of the 2015/16 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 2015

Review and re-affirm the Fire Authority's policy on Reporting of Illegality and Malpractice (Whistleblowing)

Although this was not brought to the April meeting, it was considered at the September meeting of the Committee.

September 2015

Receive half-yearly report on the work completed by Internal Audit and progress made in implementing recommendations

This report has been delayed until the December meeting, as, in September, Internal Audit had not yet reviewed the progress made.

5 Proposed 2016/17 Work Plan

During the review of the 2015/16 Work Plan officers also considered what activities should be included in that for 2016/17, taking into account any recent developments.

Attached as an appendix to this report is a draft 2016/17 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 2016/17

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 2016 to 2017**

	Action	Who is responsible	Completion Date
1	Review Terms of Reference of the Committee	Audit and Performance Management Committee, assisted by appropriate officers	April 2016 to go to the Fire Authority's Annual Meeting in June 2016
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	Corporate Support Manager Report to be brought to the Committee, only if significant changes are required	April 2016
3	Receive External Audit Plan for the year end	Audit and Performance Management Committee and External Audit	April 2016
4	Review of Accounting Policies	Audit and Performance Management Committee, Treasurer and Head of Internal Audit	April 2016
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 Corporate Support Manager	April 2016 to go to the Fire Authority's June 2016 meeting
6	Receive a report on the benefits emanating from the Service Transformation Programme	Audit and Performance Management Committee and Planning, Performance and Communications Manager	April 2016

	Action	Who is responsible	Completion Date
7	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • 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 2016
8	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 2016
9	Receive session on Treasury Management	Audit and Performance Management Committee, Treasurer and Head of Finance	April 2016 (requested by the Committee at July 2015 meeting)
10	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their role and responsibilities	Audit and Performance Management Committee and Corporate Support Manager	July 2016
11	Receive the Audit Fee Letter	Audit and Performance Management Committee and External Audit	July 2016
12	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 2016
13	Receive Statement of Accounts, Annual Governance Statement and Improvement Plan for comment	Audit and Performance Management Committee, Treasurer and Head of Finance	July 2016

	Action	Who is responsible	Completion Date
14	Receive an update report on the Annual Governance Statement Improvement Plan	Audit and Performance Management Committee and Planning, Performance and Communications Manager	July 2016
15	Receive the annual summary report on compliments and complaints	Audit and Performance Management Committee and Deputy Chief Fire Officer	July 2016
16	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • 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 2016
17	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 2016
18	Approve the Annual Governance Statement for inclusion of the Statement and Improvement Plan in the 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	September 2016
19	Approve the Statement of Accounts (as per authority delegated by the Fire Authority in February 2012)	Audit and Performance Management Committee, Treasurer and Head of Finance	September 2016
20	Receive a report on the review of the Fire Authority's Code of Corporate Governance	Audit and Performance Management Committee, Treasurer and Corporate Support Manager	September 2016 to go to the Fire Authority's October 2016 meeting

	Action	Who is responsible	Completion Date
21	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 Corporate Support Manager	September 2016 to go to the Fire Authority's October 2016 meeting
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 2016
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 2016
24	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 2016 to go to the Fire Authority's October 2016 meeting
25	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • 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 2016
26	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 2016

	Action	Who is responsible	Completion Date
27	Approve the Committee's 2016/17 Work Plan	Audit and Performance Management Committee and Corporate Support Manager	December 2016
28	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 2016
29	Receive from External Audit and approve The Annual Audit Letter	Audit and Performance Management Committee and External Audit	December 2016
30	Receive the report on the Annual Governance Statement Improvement Plan	Audit and Performance Management Committee and Planning, Performance and Communications Manager	December 2016
31	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • 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 2016
32	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 2016

	Action	Who is responsible	Completion Date
33	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
34	Consider and approve revisions to the Annual Audit Plan	Audit and Performance Management Committee, Treasurer and Head of Internal Audit	As and when required
35	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
36	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
37	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
38	Receive monitoring reports on the implementation of Best Value Reviews	Audit and Performance Management Committee and appropriate officers	As and when required

	Action	Who is responsible	Completion Date
39	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
40	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

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