

Standards, Audit and Performance Committee Work Plan 2019/20

Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, 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 an amended version of the Standards, Audit and Performance Committee 2019/20 Work Plan for consideration and approval by Members.

2 Recommendations

The Committee is asked to

- a) Note the amendments that have been made to the Standards, Audit and Performance Committee 2019/20 Work Plan; and
- b) Approve the Work Plan for 2019/20, attached as an appendix, subject to any comments / further amendments that it 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.

4 Amendments to the 2019/20 Work Plan

At its meeting in April 2019, the Fire Authority agreed various changes to its governance structures, including moving to a 2-committee structure. This change meant that the Authority's Standards and Human Resources Committee ceased to exist, and its functions were reallocated to either the Strategy and Resources Committee or the Standards, Audit and Performance Committee, with their Terms of Reference being amended accordingly.

The Fire Authority approved the amended Terms of Reference for both these Committees in June 2019 and as a result, this Committee is now asked to approve the amendments to its Work Plan to reflect the functions that have been allocated through these changes.

The amended Work Plan is attached at the Appendix to this report with the newly added actions highlighted in grey on the document.

The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

5 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.

6 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.

7 Initial Impact Assessment

This report provides only historical information and sets out a series of actions to be completed over the coming year. An Initial Impact Assessment has not, therefore, been completed. It is possible, however, that such assessments may be required in respect of individual actions contained within the Work Plan, in which case they will be completed at the appropriate time.

8 Equality Impact Assessment

Officers have considered the Service's Brigade Order on Equality Impact Assessments (Human Resources 5 Part 2) and have decided that there are no discriminatory practices or differential impacts upon specific groups arising from this report. An Initial Equality Impact Assessment is not, therefore, required.

9 Appendix

Standards, Audit and Performance Committee Work Plan 2019/20

10 Background Papers

There are no background papers associated with this report.

**Shropshire and Wrekin Fire and Rescue Authority
Standards, Audit and Performance Committee
DRAFT Work Plan September 2019 to July 2020**

	Action	Who is responsible	Completion Date
1	Receive from External Audit and approve The Annual Audit Letter	External Audit	September 2019
2	Review and re-affirm the Fire Authority's policy on Reporting of Illegality and Malpractice (Whistleblowing)	Treasurer and Assistant Chief Fire Officer	September 2019 To go to October 2019 Fire Authority meeting
3	Consider and approve the Fire Authority's Annual Review (Annual Statement of Assurance) for recommendation to the Fire Authority	Assistant Chief Fire Officer and Planning, Performance and Communications Manager	September 2019 To go to October 2019 Fire Authority meeting
4	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	September 2019
5	Receive report on Annual Governance Statement Improvement Plan	Planning, Performance and Communications Manager	September 2019
6	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	<ul style="list-style-type: none"> • Deputy Chief Fire Officer • Group Commander (Rural) 	September 2019
7	Approve the Committee's 2020 Work Plan	Head of Human Resources and Administration	December 2019

	Action	Who is responsible	Completion Date
8	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 2019
9	Receive report on Annual Governance Statement Improvement Plan	Planning, Performance and Communications Manager	December 2019
10	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	December 2019
11	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	<ul style="list-style-type: none"> • Deputy Chief Fire Officer • Group Commander (Rural) 	December 2019
12	Review Code of Conduct and recommend any changes to the Fire Authority	Head of HR and Administration Only goes to Committee if significant changes are required	December 2019
13	Review Code of Conduct complaints documentation and publicity	Monitoring Officer and Head of HR and Administration Only goes to Committee if significant changes are required	December 2019
14	Review / update Members' Register of Interests form	Head of HR and Administration Only goes to Committee if significant changes are required	December 2019
15	Review Committee Dispensations Procedure and Application Form	Head of HR and Administration Only goes to Committee if significant changes are required	December 2019
16	Receive Pension Board Minutes	Deputy Chief Fire Officer	December 2019
17	Receive Annual Report from Chair of Pensions Board	Deputy Chief Fire Officer	December 2019

	Action	Who is responsible	Completion Date
18	Review Terms of Reference of the Committee	Audit and Performance Management Committee, assisted by appropriate officers	April 2020 To go to June 2020 Fire Authority meeting
19	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 2020
20	Receive a report on the review of the Code of Corporate Governance	Assistant Chief Fire Officer, Head of Finance and Planning, Performance and Communications Manager	April 2020 To go to June 2020 Fire Authority meeting
21	Receive External Audit Plan for the year end	External Audit	April 2020
22	Review of Accounting Policies	Treasurer and Head of Finance	April 2020
23	Receive report on Annual Governance Statement Improvement Plan	Planning, Performance and Communications Manager	April 2020
24	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Treasurer, Head of Finance and Head of Human Resources and Administration	April 2020 To go to June 2020 Fire Authority meeting
25	Receive a report on the benefits emanating from the Service Transformation Programme	Planning, Performance and Communications Manager	April 2020
26	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	April 2020
27	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	<ul style="list-style-type: none"> • Deputy Chief Fire Officer • Group Commander (Rural) 	April 2020

	Action	Who is responsible	Completion Date
28	Receive report on Service targets for 2020/21 (Agreed at Strategy and Resources Committee in March)	Deputy Chief Fire Officer	April 2020
29	Receive annual report on Member Development	Assistant Chief Fire Officer	April 2020
30	Review Protocol on Member / Officer Relations	Head of HR and Administration Only goes to Committee if significant changes are required	April 2020
31	Review Protocol on Gifts and Hospitality for Members	Head of HR and Administration Only goes to Committee if significant changes are required	April 2020
32	Receive update on Code of Conduct Complaints	Head of HR and Administration	April 2020

33	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	Head of Human Resources and Administration	July 2020
34	Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)	Treasurer and Head of Finance	July 2020
35	Receive from External Audit Audit Findings Report on Audit (Financial Statements and Value for Money Conclusion)	External Audit	July 2020
36	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	July 2020

	Action	Who is responsible	Completion Date
37	Receive the Audit Fee Letter	External Audit	July 2020
38	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 2020
39	Receive an update report on the Annual Governance Statement Improvement Plan	Planning, Performance and Communications Manager	July 2020
40	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 2020
41	Receive the annual summary report on compliments and complaints	Deputy Chief Fire Officer	July 2020
42	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	July 2020
43	Receive summary reports on: <ul style="list-style-type: none"> • Service Targets • Retained Duty System Performance Monitoring 	<ul style="list-style-type: none"> • Deputy Chief Fire Officer • Group Commander (Rural) 	July 2020
44	Receive Pension Board Minutes	Deputy Chief Fire Officer	July 2020

45	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	Member Champion for Risk Management and Audit and Planning, Performance and Communications Manager	Twice yearly to fit in with Internal Audit findings
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	Action	Who is responsible	Completion Date
46	Consider and approve revisions to the Annual Audit Plan	Treasurer and Head of Internal Audit	As and when required
47	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
48	Consider reports on Internal Audit special investigations and agree recommendations for strengthening internal controls	Internal Audit	As and when required
49	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
50	Deal with Dispensation Applications	Committee and Monitoring Officer	As and when applications are made
51	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Officer, Treasurer and Head of Finance	Ongoing
52	Receive reports on External Audit's assessment frameworks to maintain awareness of current regimes	Chief Fire Officer and Assistant Chief Fire Officer	Ongoing