

# Standards, Audit and Performance Committee Work Plan 2020

## Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260201 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

### 1 Purpose of Report

This report puts forward a 2020 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 2020, 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 2020 Work Plan is attached as an appendix to this report for consideration by the Committee.

### 4 Review of 2019/20 Work Plan

Having carried out a review of the 2019/20 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 those detailed below

#### April 2018

**Receive report on the benefits emanating from the Service Transformation Programme**

This report was not taken due to there being no significant changes to the benefits that had been reported to the Committee in previous years.

### **September 2019**

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

This item will be considered by the Committee at its next meeting.

### **December 2019**

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

This item will now be taken to the April meeting of the Committee to tie in with changes that have been made to the Pension Board's Work Plan for 2019/20.

## **5 Proposed 2020 Work Plan**

During the review of the 2019/20 Work Plan officers also considered what activities should be included in the Work Plan for 2020, taking into account any recent developments.

Attached as an appendix to this report is a draft 2020 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.

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 that were 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**

Standards, Audit and Performance Committee Proposed Work Plan 2020

## **9 Background Papers**

There are no background papers associated with this report.

**Shropshire and Wrekin Fire and Rescue Authority  
Standards, Audit and Performance Committee  
Proposed Work Plan 2020**

|   | <b>Action</b>  | <b>Who is responsible</b>   | <b>Completion Date</b>                                     |
|---|--|---|--|
| 1 | Review Terms of Reference of the Committee   | Audit and Performance Management Committee, assisted by appropriate officers  | April 2020<br>To go to June 2020<br>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 | Head of Human Resources and Administration<br>Report to be brought to the Committee, only if significant changes are required | April 2020   |
| 3 | 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<br>To go to June 2020<br>Fire Authority meeting |
| 4 | Receive External Audit Plan for the year end   | External Audit  | April 2020   |
| 5 | Review of Accounting Policies  | Treasurer and Head of Finance   | April 2020   |
| 6 | Receive report on Annual Governance Statement Improvement Plan   | Planning, Performance and Communications Manager  | April 2020   |
| 7 | 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<br>To go to June 2020<br>Fire Authority meeting |
| 8 | Receive a report on the benefits emanating from the Service Transformation Programme   | Planning, Performance and Communications Manager  | April 2020   |

|    | <b>Action</b>  | <b>Who is responsible</b>  | <b>Completion Date</b> |
|----|--|--|------------------------|
| 9  | Receive Corporate Risk Management Summary  | Planning, Performance and Communications Manager   | April 2020             |
| 10 | Receive summary reports on: <ul style="list-style-type: none"> <li>• Service Targets</li> <li>• Retained Duty System Performance Monitoring</li> </ul>               | <ul style="list-style-type: none"> <li>• Deputy Chief Fire Officer</li> <li>• Group Commander (Rural)</li> </ul> | April 2020             |
| 11 | Receive report on Service targets for 2020/21 (Agreed at Strategy and Resources Committee in March)  | Deputy Chief Fire Officer  | April 2020             |
| 12 | Receive annual report on Member Development  | Assistant Chief Fire Officer   | April 2020             |
| 13 | Review Protocol on Member / Officer Relations  | Head of HR and Administration<br>Only goes to Committee if significant changes are required                      | April 2020             |
| 14 | Review Protocol on Gifts and Hospitality for Members   | Head of HR and Administration<br>Only goes to Committee if significant changes are required                      | April 2020             |
| 15 | Receive update on Code of Conduct Complaints   | Head of HR and Administration  | April 2020             |
| 16 | Receive Pension Board Minutes  | Deputy Chief Fire Officer  | April 2020             |
| 17 | Receive Annual Report from Chair of Pensions Board   | Deputy Chief Fire Officer  | April 2020             |
| 18 | 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              |

|    | <b>Action</b>   | <b>Who is responsible</b>  | <b>Completion Date</b> |
|----|---|--|------------------------|
| 19 | Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)   | Treasurer and Head of Finance  | July 2020              |
| 20 | Receive from External Audit Audit Findings Report on Audit (Financial Statements and Value for Money Conclusion)  | External Audit   | July 2020              |
| 21 | 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              |
| 22 | Receive the Audit Fee Letter  | External Audit   | July 2020              |
| 23 | 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              |
| 24 | Receive an update report on the Annual Governance Statement Improvement Plan  | Planning, Performance and Communications Manager   | July 2020              |
| 25 | 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              |
| 26 | Receive the annual summary report on compliments and complaints   | Deputy Chief Fire Officer  | July 2020              |
| 27 | Receive Corporate Risk Management Summary   | Planning, Performance and Communications Manager   | July 2020              |

|    | <b>Action</b>  | <b>Who is responsible</b>  | <b>Completion Date</b>  |
|----|--|--|---|
| 28 | Receive summary reports on: <ul style="list-style-type: none"> <li>• Service Targets</li> <li>• Retained Duty System Performance Monitoring</li> </ul> | <ul style="list-style-type: none"> <li>• Deputy Chief Fire Officer</li> <li>• Group Commander (Rural)</li> </ul> | July 2020   |
| 29 | Receive Pension Board Minutes  | Deputy Chief Fire Officer  | July 2020   |
| 30 | Receive from External Audit and approve The Annual Audit Letter  | External Audit   | September 2020  |
| 31 | Review and re-affirm the Fire Authority's policy on Reporting of Illegality and Malpractice (Whistleblowing)   | Treasurer and Assistant Chief Fire Officer   | September 2020<br>To go to October 2020<br>Fire Authority meeting |
| 32 | 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 2020<br>To go to October 2020<br>Fire Authority meeting |
| 33 | Receive Corporate Risk Management Summary  | Planning, Performance and Communications Manager   | September 2020  |
| 34 | Receive report on Annual Governance Statement Improvement Plan   | Planning, Performance and Communications Manager   | September 2020  |
| 35 | Receive summary reports on: <ul style="list-style-type: none"> <li>• Service Targets</li> <li>• Retained Duty System Performance Monitoring</li> </ul> | <ul style="list-style-type: none"> <li>• Deputy Chief Fire Officer</li> <li>• Group Commander (Rural)</li> </ul> | September 2020  |
| 36 | Approve the Committee's 2021 Work Plan   | Head of Human Resources and Administration   | December 2020   |
| 37 | 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 2020   |

|    | <b>Action</b>  | <b>Who is responsible</b>  | <b>Completion Date</b>                              |
|----|--|--|---|
| 38 | Receive report on Annual Governance Statement Improvement Plan   | Planning, Performance and Communications Manager   | December 2020                                       |
| 39 | Receive Corporate Risk Management Summary  | Planning, Performance and Communications Manager   | December 2020                                       |
| 40 | Receive summary reports on: <ul style="list-style-type: none"> <li>• Service Targets</li> <li>• Retained Duty System Performance Monitoring</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Deputy Chief Fire Officer</li> <li>• Group Commander (Rural)</li> </ul>   | December 2020                                       |
| 41 | Review Code of Conduct and recommend any changes to the Fire Authority   | Head of HR and Administration<br>Only goes to Committee if significant changes are required                        | December 2020                                       |
| 42 | Review Code of Conduct complaints documentation and publicity  | Monitoring Officer and Head of HR and Administration<br>Only goes to Committee if significant changes are required | December 2020                                       |
| 43 | Review / update Members' Register of Interests form  | Head of HR and Administration<br>Only goes to Committee if significant changes are required                        | December 2020                                       |
| 44 | Review Committee Dispensations Procedure and Application Form  | Head of HR and Administration<br>Only goes to Committee if significant changes are required                        | December 2020                                       |
| 45 | Receive Pension Board Minutes  | Deputy Chief Fire Officer  | December 2020                                       |
| 46 | 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 |

|    | <b>Action</b>  | <b>Who is responsible</b>  | <b>Completion Date</b>   |
|----|--|--|--|
| 47 | Consider and approve revisions to the Annual Audit Plan  | Treasurer and Head of Internal Audit                                       | As and when required   |
| 48 | 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 <sup>th</sup> year |
| 49 | Consider reports on Internal Audit special investigations and agree recommendations for strengthening internal controls  | Internal Audit   | As and when required   |
| 50 | 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   |
| 51 | Deal with Dispensation Applications  | Committee and Monitoring Officer   | As and when applications are made  |
| 52 | Ensure provision of appropriate training for all Members of the Committee  | Chief Fire Officer, Assistant Chief Officer, Treasurer and Head of Finance | Ongoing  |
| 53 | Receive reports on External Audit's assessment frameworks to maintain awareness of current regimes   | Chief Fire Officer and Assistant Chief Fire Officer                        | Ongoing  |