

Standards, Audit and Performance Committee Work Plan 2021

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 2021 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 2021, 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 2021 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2020 Work Plan

Having carried out a review of the 2020 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 2020

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.

July 2020

Receive the Audit Fee Letter from External Audit

This is no longer taken to the Committee as a separate item. The details of the Audit Fee are now included in the Annual Audit Plan which the Committee receives in April.

September 2020

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 April 2021 meeting.

5 Proposed 2021 Work Plan

During the review of the 2020 Work Plan officers also considered what activities should be included in the Work Plan for 2021, considering any recent developments.

Attached as an appendix to this report is a draft 2021 Work Plan, outlining all 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 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 2021

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 2021**

	Action	Who is responsible	Completion Date
1	Review Terms of Reference of the Committee	Standards, Audit and Performance Committee, assisted by appropriate officers	April 2021 To go to June 2021 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 HR and Administration Report to be brought to the Committee, only if significant changes are required	April 2021
3	Receive a report on the review of the Code of Corporate Governance	Assistant Chief Fire Officer (Corporate Services) (ACFO CS), Head of Finance and Planning and Performance Manager	April 2021 To go to June 2021 Fire Authority meeting
4	Receive Code of Corporate Governance Compliance Report	ACFO (CS) and Planning and Performance Manager	April 2021
5	Receive External Audit Plan for the year end including audit fee details	External Audit	April 2021
6	Review of Accounting Policies	Treasurer and Head of Finance	April 2021
7	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	April 2021

	Action	Who is responsible	Completion Date
8	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Treasurer, Head of Finance and Head of HR and Administration	April 2021 To go to June 2021 Fire Authority meeting
9	Review and re-affirm the Fire Authority's Reporting of Illegality and Malpractice (Whistleblowing) Policy	ACFO (CS) and Treasurer	April 2021 To go to June 2021 Fire Authority meeting
10	Receive Corporate Risk Management Summary	Planning and Performance Manager	April 2021
11	Receive Risk Management Group report on work completed by Internal Audit and progress made in implementing recommended actions	Member Champion for Risk Management and Audit and Planning, Performance Manager	April 2021
12	Receive summary report on Service Targets including Retained Duty System Performance Monitoring	Assistant Chief Fire Officer (Service Delivery) (ACFO SD) and Group Commander (Rural)	April 2021
13	Receive report on Service targets for 2021/22 (Agreed at Strategy and Resources Committee in March)	ACFO (SD)	April 2021
14	Receive annual report on Member Development	ACFO (CS)	April 2021
15	Review Protocol on Member / Officer Relations	Head of HR and Administration Only goes to Committee if significant changes are required	April 2021
16	Review Protocol on Gifts and Hospitality for Members	Head of HR and Administration Only goes to Committee if significant changes are required	April 2021

	Action	Who is responsible	Completion Date
17	Receive update on Code of Conduct Complaints	Head of HR and Administration	April 2021
18	Receive Pension Board Minutes	ACFO (CS)	April 2021
19	Receive Annual Report from Chair of Pensions Board	ACFO(CS)	April 2021
20	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 HR and Administration	July 2021
21	Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)	Treasurer and Head of Finance	July 2021
22	Receive from External Audit Audit Findings Report on Audit (Financial Statements and Value for Money Conclusion)	External Audit	July 2021
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)	Chair of the Committee, Chief Fire Officer and Treasurer	July 2021
24	Approve Annual Governance Statement for inclusion of Statement and Improvement Plan in Final Accounts	Planning and Performance Manager	July 2021
25	Receive an update report on the Annual Governance Statement Improvement Plan	Planning and Performance Manager	July 2021

	Action	Who is responsible	Completion Date
26	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 2021
27	Receive the annual summary report on compliments and complaints	ACFO (CS)	July 2021
28	Receive Corporate Risk Management Summary	Planning and Performance Manager	July 2021
29	Receive summary report on Service Targets including Retained Duty System Performance Monitoring	ACFO (SD) and Group Commander (Rural)	July 2021
30	Receive Pension Board Minutes	ACFO (CS)	July 2021
31	Receive from External Audit and approve The Annual Audit Letter	External Audit	September 2021
32	Consider and approve the Fire Authority's Annual Review (Annual Statement of Assurance) for recommendation to the Fire Authority	Assistant Chief Fire Officer (CS) and Planning and Performance Manager	September 2021 To go to October 2021 Fire Authority meeting
33	Receive Corporate Risk Management Summary	Planning and Performance Manager	September 2021
34	Receive Risk Management Group report on 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 and Performance Manager	September 2021
35	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	September 2021

	Action	Who is responsible	Completion Date
36	Receive summary report on Service Targets including Retained Duty System Performance Monitoring	ACFO (SD) and Group Commander (Rural)	September 2021
37	Approve the Committee's 2021 Work Plan	Head of HR and Administration	December 2021
38	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 2021
39	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	December 2021
40	Receive Corporate Risk Management Summary	Planning and Performance Manager	December 2021
41	Receive summary report on Service Targets including Retained Duty System Performance Monitoring	ACFO (SD) and Group Commander (Rural)	December 2021
42	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 (CS), Head of HR and Administration and Monitoring Officer Only goes to Committee if significant changes are required	December 2021 To go to December 2021 Fire Authority meeting if significant changes are required
43	Receive Pension Board Minutes	ACFO (CS)	December 2021

	Action	Who is responsible	Completion Date
44	Consider and approve revisions to the Annual Audit Plan	Treasurer and Head of Internal Audit	As and when required
45	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
46	Consider reports on Internal Audit special investigations and agree recommendations for strengthening internal controls	Internal Audit	As and when required
47	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 officers	As and when required
48	Deal with Dispensation Applications	Committee and Monitoring Officer	As and when applications are made
49	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Fire Officer (Corporate Services), Treasurer and Head of Finance	Ongoing
50	Receive reports on External Audit's assessment frameworks to maintain awareness of current regimes	Chief Fire Officer and Assistant Chief Fire Officer (Corporate Services), Head of Finance	Ongoing