

Audit and Performance Management Committee Proposed Work Plan 2013 / 2014

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report puts forward a 2013 / 2014 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 2013 / 2014, 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 2013 / 2014 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2012 / 2013 Work Plan

Having carried out a review of the 2012 / 2013 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out, with the exception of the review of the Fire Authority's Brigade Order on Reporting of Illegality and Malpractice (Whistleblowing). Your officers have carried out a review of the Brigade Order, including requesting Internal Audit's comments on the document. As a result there are a number of changes proposed but in light of the nature of these changes the representative bodies will be consulted prior to bringing a report to this Committee.

5 Proposed 2013 / 2014 Work Plan

During the review of the 2012 / 2013 Work Plan officers also considered what activities should be included in that for 2013 / 2014, taking into account any recent developments.

Attached as an appendix to this report is a draft 2013 / 2014 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year.

The Committee will note that the responsibility for undertaking these actions varies but includes this Committee, the Chair of the Committee, the Chief Fire Officer, Treasurer, Head of Finance, External Audit, Internal Audit and other appropriate officers, when required.

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 Risk Monitoring

When writing this report officers have reviewed Brigade Order 3 Part 2 Risk Management Protocol and have determined that there are no risk implications associated with it.

9 Equality Impact Assessment

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

It is likely, however, that such assessments will be required in respect of individual actions contained within the Work Plan and these will be completed at the appropriate time.

10 Appendix

Audit and Performance Management Committee
Proposed Work Plan 2013 / 2014

11 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 2013 to 2014**

	Action	Who is responsible	Completion Date
1	Approve the Committee's 2013/14 Work Plan	Audit and Performance Management Committee and Corporate Services Manager	March 2013
2	Receive the Audit Fee Letter (External Audit)	Audit and Performance Management Committee and External Audit	March 2013
3	Receive Audit Update and Audit Plan (External Audit)	Audit and Performance Management Committee and External Audit	March 2013
4	Consider and approve the Annual Internal Audit and Inspection Plan 2013/14	Audit and Performance Management Committee, Internal Audit, Treasurer and Head of Finance	March 2013
5	Receive the half-yearly report from the Risk Management Group on the work of Internal Audit and the progress made in implementing recommended actions	Audit and Performance Management Committee, Member Champion for Risk Management and Audit, and Planning and Performance Manager	March 2013
6	Approve the Annual Governance Statement timetable and receive a report on the Improvement Plan	Audit and Performance Management Committee and Planning and Performance Manager	March 2013

	Action	Who is responsible	Completion Date
7	Review and re-affirm the Fire Authority's Anti-Fraud and Corruption Policy	Audit and Performance Management Committee, Treasurer, Head of Finance and Corporate Services Manager	March 2013 to go to Fire Authority's April 2013 meeting
8	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 Services Manager	March 2013 to go to Fire Authority's April 2013 meeting
9	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Performance Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer (Corporate Performance and Operations) • Shropshire Rural Performance Group, Group Commander 	March 2013
10	Review Terms of Reference of the Committee	Audit and Performance Management Committee, assisted by appropriate officers	June 2013 to go to the Fire Authority's Annual Meeting in July 2013
11	Review and approve Role Descriptions for the Chair and Vice-Chair of the Committee and for the Member Champion for Risk Management and Audit	Audit and Performance Management Committee, assisted by the Corporate Services Manager, following consultation with the Chair and Vice-Chair of the Committee and the Member Champion for Risk Management and Audit	June 2013 to go to the Fire Authority's Annual Meeting in July 2013
12	Receive the Statement of Audit Progress (External Audit)	Audit and Performance Management Committee and External Audit	June 2013

	Action	Who is responsible	Completion Date
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	June 2013
14	Receive a report on the review of the adequacy of the Fire Authority's corporate governance arrangements	Audit and Performance Management Committee and Planning and Performance Manager	June 2013
15	Receive the annual summary report on compliments and complaints	Audit and Performance Management Committee and Assistant Chief Fire Officer (Corporate, Performance and Operations)	June 2013
16	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Performance Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer (Corporate Performance and Operations) • Shropshire Rural Performance Group, Group Commander 	June 2013
17	Elect Chair and Appoint Vice-Chair	Audit and Performance Management Committee	September 2013
18	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 Services Manager	September 2013

	Action	Who is responsible	Completion Date
19	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 and Performance Manager in consultation with the Member Champion for Risk Management and Audit	September 2013
20	Receive a report on the review of the Fire Authority's Code of Corporate Governance	Audit and Performance Management Committee, Treasurer and Corporate Services Manager	September 2013 to go to the Fire Authority's September 2013 meeting
21	Receive from External Audit: <ul style="list-style-type: none"> The Annual Governance Report 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 External Audit Audit and Performance Management Committee and the Chair of the Committee, Chief Fire Officer and Treasurer	September 2013
22	Approve the 2012/13 Statement of Accounts (as per delegation granted by the Fire Authority on 13 February 2012)	Audit and Performance Management Committee, Treasurer and Head of Finance	September 2013
23	Consider and approve the Fire Authority's Annual Report (Annual Statement of Assurance) for recommendation to the Fire Authority	Audit and Performance Management Committee, Assistant Chief Fire Officer (Corporate, Performance and Operations) and Planning and Performance Manager	September 2013 to go to the Fire Authority's September 2013 meeting

	Action	Who is responsible	Completion Date
24	Receive the half-yearly report 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 and Performance Manager	September 2013
25	Prepare an Annual Report on the work of the Committee for submission to the Fire Authority	Chair of Audit and Performance Management Committee, Chief Fire Officer, Treasurer, Head of Finance and Corporate Services Manager	September 2013 to go to the Fire Authority's September 2013 meeting
26	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Performance Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer (Corporate Performance and Operations) • Shropshire Rural Performance Group, Group Commander 	September 2013
27	Receive from External Audit <ul style="list-style-type: none"> • Final Accounts Memorandum, if applicable (to the Treasurer) • The Annual Audit Letter 	Audit and Performance Management Committee and External Audit	November 2013
28	Receive the report on the Annual Governance Statement Improvement Plan	Audit and Performance Management Committee and Planning and Performance Manager	November 2013

	Action	Who is responsible	Completion Date
29	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
30	Receive summary reports on: <ul style="list-style-type: none"> Public Value Performance Measures Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> Assistant Chief Fire Officer (Corporate Performance and Operations) Shropshire Rural Performance Group, Group Commander 	November 2013

31	Approve the Committee's 2014/15 Work Plan	Audit and Performance Management Committee and Corporate Services Manager	March 2014
32	Receive the Audit Fee Letter (External Audit)	Audit and Performance Management Committee and External Audit	March 2014
33	Receive Audit Update and Audit Plan (External Audit)	Audit and Performance Management Committee and External Audit	March 2014
34	Consider and approve the Annual Internal Audit and Inspection Plan 2014/15	Audit and Performance Management Committee, Internal Audit, Treasurer and Head of Finance	March 2014
35	Receive the half-yearly report from the Risk Management Group on the work of Internal Audit and the progress made in implementing recommended actions	Audit and Performance Management Committee, Member Champion for Risk Management and Audit, and Planning and Performance Manager	March 2014

	Action	Who is responsible	Completion Date
36	Approve the Annual Governance Statement timetable and receive a report on the Improvement Plan	Audit and Performance Management Committee and Planning and Performance Manager	March 2014
37	Review and re-affirm the Fire Authority's Anti-Fraud and Corruption Policy	Audit and Performance Management Committee, Treasurer, Head of Finance and Corporate Services Manager	March 2014 to go to Fire Authority's April 2014 meeting
38	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 Services Manager	March 2014 to go to Fire Authority's April 2014 meeting
39	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Performance Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer (Corporate Performance and Operations) • Shropshire Rural Performance Group, Group Commander 	March 2014
40	Consider and approve revisions to the Annual Audit Plan	Audit and Performance Management Committee, Treasurer and Head of Internal Audit	As and when required
41	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
42	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
43	Receive monitoring reports on the implementation of Best Value Reviews	Audit and Performance Management Committee and appropriate officers	As and when required
44	Ensure provision of appropriate training for all Members of the Committee	Audit and Performance Management Committee, Chief Fire Officer, Assistant Chief Officer (Human Resources), Treasurer and Head of Finance	Ongoing
45	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 (Corporate, Performance and Operations)	Ongoing