

Audit and Performance Management Committee Work Plan 2011 / 2012

Report of the Chief Fire Officer

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1 Purpose of Report

This report puts forward a 2011 / 2012 Work Plan for the Audit and Performance Management Committee for consideration and approval by Members.

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Recommendations

The Committee is asked to approve the Audit and Performance Management Committee Work Plan 2011 / 2012, 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 2011 / 2012 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2010 / 2011 Work Plan

Having carried out a review of the 2010 / 2011 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out.

5 Proposed 2011 / 2012 Work Plan

During the review officers also considered what activities should be included in the 2011 / 2012 Work Plan, taking into account any recent developments and information received from the Audit Commission regarding the various reports, which it intends to produce. Attached as an appendix to this report is a draft 2011 / 2012 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, Principal Accountant, the Audit Commission, 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.

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 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.

7 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.

8 Appendix

Audit and Performance Management Committee Proposed Work Plan
2011 / 2012

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 February 2011 to February 2012**

	Action	Who is responsible	Completion Date
	Approve the Committee's 2011/12 Work Plan	Audit and Performance Management Committee and Corporate Services Manager	March 2011
	Receive the Statement of Audit Progress (Audit Commission)	Audit and Performance Management Committee and Audit Commission	March 2011
	Receive the Revised Fee Letter (Audit Commission)	Audit and Performance Management Committee and Audit Commission	March 2011
	Receive the Opinion Audit Testing Strategy (Audit Commission)	Audit and Performance Management Committee and Audit Commission	March 2011
	Consider and approve the Annual Internal Audit and Inspection Plan 2011/12	Audit and Performance Management Committee, Internal Audit, Treasurer and Principal Accountant	March 2011
	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 Head of Operations and Risk	March 2011

	Action	Who is responsible	Completion Date
	Approve the Annual Governance Statement timetable and receive a report on the Improvement Plan to ensure inclusion of the Statement and Improvement Plan in the Final Accounts for 2010/11	Audit and Performance Management Committee and Head of Operations and Risk	March 2011 to go to the Fire Authority's June 2011 meeting for signature
	Review and re-affirm the Fire Authority's Anti-Fraud and Corruption Policy	Audit and Performance Management Committee, Treasurer and Principal Accountant	March 2011 to go to Fire Authority's April 2011 meeting
	Review and re-affirm the Fire Authority's Brigade Order on Reporting of Illegality and Malpractice (Whistleblowing)	Audit and Performance Management Committee, Treasurer, Principal Accountant and Corporate Services Manager	March 2011
	Receive summary reports on: <ul style="list-style-type: none"> • Performance against Best Value Performance Indicators April to December 2010 • Retained Duty System Performance Monitoring October to December 2010 • Summary progress within the improvement priorities 2010/11 • Equality and Diversity Steering Group Action Plan progress • Progress on the Single Equality Scheme 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Performance Analyst • District Officer • Programme Manager • Equality and Diversity Officer • Equality and Diversity Officer 	March 2011

	Action	Who is responsible	Completion Date
	Review Terms of Reference of the Committee	Audit and Performance Management Committee, assisted by appropriate officers	June 2011 to go to the Fire Authority's Annual Meeting in July 2011 for approval
	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 2011 to go to the Fire Authority's Annual Meeting in July 2011
	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 2011
	Approve the Annual Governance Statement for inclusion of the Statement and Improvement Plan in the Final Accounts for 2010/11	Audit and Performance Management Committee delegated to the Chief Fire Officer and Head of Operations and Risk in consultation with the Member Champion for Risk Management and Audit	June 2011 to go to the Fire Authority's June 2011 meeting for signature
	Receive a report on the review of the adequacy of the Fire Authority's corporate governance arrangements	Audit and Performance Management Committee and Head of Operations and Risk	June 2011
	Receive the annual summary report on compliments and complaints	Audit and Performance Management Committee and Assistant Chief Fire Officer	June 2011

Action	Who is responsible	Completion Date
Receive summary reports on: <ul style="list-style-type: none"> • Performance against Best Value Performance Indicators April 2010 to March 2011 • Retained Duty System Performance Monitoring December 2010 to March 2011 • Summary progress within the improvement priorities 2010/11 • Equality and Diversity Steering Group Action Plan progress • Progress on the Single Equality Scheme 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Performance Analyst • District Officer • Programme Manager • Equality and Diversity Officer • Equality and Diversity Officer 	June 2011

Elect Chair and Appoint Vice-Chair	Audit and Performance Management Committee	September 2011
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 2011
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 2011 to go to the Fire Authority's October 2011 meeting for approval

	Action	Who is responsible	Completion Date
	Receive from the Audit Commission: <ul style="list-style-type: none"> • The Annual Governance Report • Report on Financial Statements and Value for Money Conclusion • The report 'International Standard on Auditing (ISA) 260' of the Audit Commission to those charged with governance and for the Chair of the Committee, Chief Fire Officer and Treasurer to sign the Letter of Representation (as per authority delegated by the Fire Authority in July 2006) 	Audit and Performance Management Committee and Audit Commission Audit and Performance Management Committee and the Chair of the Committee, Chief Fire Officer and Treasurer	September 2011
	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 Head of Operations and Risk	September 2011
	Receive the report on the Annual Governance Statement Improvement Plan 2011/12	Audit and Performance Management Committee and Head of Operations and Risk	September 2011

	Action	Who is responsible	Completion Date
	Receive performance monitoring reports on the performance indicators and targets set by the Strategy and Resources Committee	Audit and Performance Management Committee and Performance Analyst	September 2011
	Receive summary reports on: <ul style="list-style-type: none"> • Equality and Diversity Steering Group Action Plan progress • Progress on the Single Equality Scheme 	Audit and Performance Management Committee and Equality and Diversity Officer	September 2011
	Receive the report from the Audit Commission on the three-yearly review of the effectiveness of Internal Audit	Audit and Performance Management Committee and Audit Commission	Every third year in September (next due 2012)

	Receive from the Audit Commission <ul style="list-style-type: none"> • Final Accounts Memorandum (to the Treasurer) • The Annual Audit Letter 	Audit and Performance Management Committee and Audit Commission	November 2011
	Receive the report on the Annual Governance Statement Improvement Plan 2011/12	Audit and Performance Management Committee and Head of Operations and Risk	November 2011

	Action	Who is responsible	Completion Date
	Consider and approve any proposals for the revision of the Service Level Agreement with Internal Audit	Audit and Performance Management Committee, Treasurer, Principal Accountant and Head of Internal Audit	As and when required but in November at least every 4 th year
	Receive performance monitoring reports on the performance indicators and targets set by the Strategy and Resources Committee	Audit and Performance Management Committee and Performance Analyst	November 2011
	Receive summary reports on: <ul style="list-style-type: none"> • Equality and Diversity Steering Group Action Plan progress • Progress on the Single Equality Scheme 	Audit and Performance Management Committee and Equality and Diversity Officer	November 2011

	Approve the Committee's 2012/13 Work Plan	Audit and Performance Management Committee and Corporate Services Manager	March 2012
	Receive the Statement of Audit Progress (Audit Commission)	Audit and Performance Management Committee and Audit Commission	March 2012
	Receive the Revised Fee Letter (Audit Commission)	Audit and Performance Management Committee and Audit Commission	March 2012
	Receive the Opinion Audit Testing Strategy (Audit Commission)	Audit and Performance Management Committee and Audit Commission	March 2012

	Action	Who is responsible	Completion Date
	Consider and approve the Annual Internal Audit and Inspection Plan 2012/13	Audit and Performance Management Committee, Internal Audit, Treasurer and Principal Accountant	March 2012
	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 Head of Operations and Risk	March 2012
	Approve the Annual Governance Statement timetable and receive a report on the Improvement Plan to ensure inclusion of the Statement and Improvement Plan in the Final Accounts for 2011/12	Audit and Performance Management Committee and Head of Operations and Risk	March 2012 to go to the Fire Authority's June 2012 meeting for signature
	Review and re-affirm the Fire Authority's Anti-Fraud and Corruption Policy	Audit and Performance Management Committee, Treasurer and Principal Accountant	March 2012 to go to Fire Authority's April 2012 meeting
	Review and re-affirm the Fire Authority's Brigade Order on Reporting of Illegality and Malpractice (Whistleblowing)	Audit and Performance Management Committee, Treasurer, Principal Accountant and Corporate Services Manager	March 2012
	Receive performance monitoring reports on the performance indicators and targets set by the Strategy and Resources Committee	Audit and Performance Management Committee and Performance Analyst	March 2012

	Action	Who is responsible	Completion Date
	Receive summary reports on: <ul style="list-style-type: none"> • Equality and Diversity Steering Group Action Plan progress • Progress on the Single Equality Scheme 	Audit and Performance Management Committee and Equality and Diversity Officer	March 2012

	Consider and approve revisions to the Annual Audit Plan	Audit and Performance Management Committee, Treasurer and Head of Internal Audit	As and when required
	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
	Consider, investigate (where appropriate) and report upon, any other matter within the Committee's remit, referred to it by the Fire Authority, Chief Fire Officer, Treasurer, Principal Accountant or Monitoring Officer	Audit and Performance Management Committee and appropriate officers	As and when required
	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
	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 Principal Accountant	Ongoing
	Receive reports on the Audit Commission'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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