

Audit and Performance Management Committee Proposed Work Plan 2014 / 2015

Report of the Chief Fire Officer

For further information about this report please contact John Redmond, Chief Fire Officer, on 01743 260205 or Sharon Lloyd, Corporate Support Manager, on 01743 260210.

1 Purpose of Report

This report puts forward a 2014 / 2015 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 2014 / 2015, 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 2014 / 2015 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2013 / 2014 Work Plan

Having carried out a review of the 2013 / 2014 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out or are on the agenda for this meeting, with the exception of those detailed on the following page.

March 2013 – Review and re-affirmation of the Fire Authority’s Brigade Order on Reporting of Illegality and Malpractice (Whistleblowing)

This policy document has undergone a complete review, taking into account advice from Internal Audit. To comply with the Brigade Order process it was necessary to consult with the Unions and members of the Service Management Team, which delayed its being brought to Members. The revised policy is on the agenda for this meeting of the Committee

September 2013 – Consider and approve the Fire Authority’s Annual Statement of Assurance

This was due to be presented to the Committee meeting, scheduled for 5 September 2013. As this meeting was postponed, because it would have been inquorate, the Statement was taken direct to the Fire Authority meeting, which took place on 25 September 2013.

March 2014 – Review of Anti-Fraud, Bribery and Corruption Strategy

The review has commenced but there has been insufficient time to incorporate comments received only recently from Internal Audit. A report on the Strategy will, therefore, be brought to the June meeting of the Committee, which has been included on the draft 2014 / 2015 Work Plan.

5 Proposed 2014 / 2015 Work Plan

During the review of the 2013 / 2014 Work Plan officers also considered what activities should be included in that for 2014 / 2015, taking into account any recent developments.

Attached as an appendix to this report is a draft 2014 / 2015 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 Initial Impact Assessment

This report sets out a list of proposed actions for the Audit and Performance Management Committee over the coming year. An Initial 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, which will be completed at the appropriate time.

9 Appendix

Audit and Performance Management Committee
Proposed Work Plan 2014 / 2015

10 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 2014 to 2015**

	Action	Who is responsible	Completion Date
1	Review Terms of Reference of the Committee	Audit and Performance Management Committee, assisted by appropriate officers	June 2014 to go to the Fire Authority's Annual Meeting in July 2014
2	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 Support Manager	June 2014 to go to the Fire Authority's Annual Meeting in July 2014
3	Receive the Audit Fee Letter	Audit and Performance Management Committee and External Audit	June 2014
4	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 2014
5	Receive an update report on the Annual Governance Statement Improvement Plan	Audit and Performance Management Committee and Planning and Performance Manager	June 2014
6	Receive a report on the benefits emanating from the Service Transformation Programme	Audit and Performance Management Committee and Planning and Performance Manager	June 2014

	Action	Who is responsible	Completion Date
7	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Audit and Performance Management Committee, Treasurer, Head of Finance and Corporate Support Manager	June 2014 to go to the Fire Authority's Annual Meeting in July
8	Receive the annual summary report on compliments and complaints	Audit and Performance Management Committee and Assistant Chief Fire Officer Corporate Services	June 2014
9	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer Corporate Services • Shropshire Rural Performance Group, Group Commander 	June 2014

10	Elect Chair and Appoint Vice-Chair	Audit and Performance Management Committee	September 2014
11	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 Support Manager	September 2014
12	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 2014
13	Receive a report on the review of the Fire Authority's Code of Corporate Governance	Audit and Performance Management Committee, Treasurer and Corporate Support Manager	September 2014 to go to the Fire Authority's September 2014 meeting

	Action	Who is responsible	Completion Date
14	Receive from External Audit Audit Findings Report on 2013-14 Audit (Financial Statements and Value for Money Conclusion)	Audit and Performance Management Committee and External Audit	September 2014
15	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)	Audit and Performance Management Committee and Chair of the Committee, Chief Fire Officer and Treasurer	September 2014
16	Approve the 2013/14 Statement of Accounts (as per authority delegated by the Fire Authority in February 2012)	Audit and Performance Management Committee, Treasurer and Head of Finance	September 2014
17	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 Services and Planning and Performance Manager	September 2014 to go to the Fire Authority's September 2014 meeting
18	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 2014

	Action	Who is responsible	Completion Date
19	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer Corporate Services • Shropshire Rural Performance Group, Group Commander 	September 2014

20	Receive from External Audit and approve The Annual Audit Letter 2013-14	Audit and Performance Management Committee and External Audit	November 2014
21	Receive the report on the Annual Governance Statement Improvement Plan	Audit and Performance Management Committee and Planning and Performance Manager	November 2014
22	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
23	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer Corporate Services • Shropshire Rural Performance Group, Group Commander 	November 2014

	Action	Who is responsible	Completion Date
24	Approve the Committee's 2015/16 Work Plan	Audit and Performance Management Committee and Corporate Support Manager	March 2015
25	Receive External Audit Plan 2014/15	Audit and Performance Management Committee and External Audit	March 2015
26	Consider and approve the Annual Internal Audit Plan 2015/16	Audit and Performance Management Committee, Internal Audit, Treasurer and Head of Finance	March 2015
27	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	March 2015
28	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 2015
29	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Audit and Performance Management Committee, Treasurer, Head of Finance and Corporate Support Manager	March 2015 to go to Fire Authority's April 2015 meeting
30	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 Support Manager	March 2015 to go to Fire Authority's April 2015 meeting
31	Receive summary reports on: <ul style="list-style-type: none"> • Public Value Measures • Retained Duty System Performance Monitoring 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Assistant Chief Fire Officer Corporate Services • Shropshire Rural Performance Group, Group Commander 	March 2015

	Action	Who is responsible	Completion Date
32	Consider and approve revisions to the Annual Audit Plan	Audit and Performance Management Committee, Treasurer and Head of Internal Audit	As and when required
33	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
34	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
35	Receive monitoring reports on the implementation of Best Value Reviews	Audit and Performance Management Committee and appropriate officers	As and when required
36	Ensure provision of appropriate training for all Members of the Committee	Audit and Performance Management Committee, Chief Fire Officer, Assistant Chief Officer Corporate Services, Treasurer and Head of Finance	Ongoing
37	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 Services	Ongoing