

Audit and Performance Management Committee Work Plan 2010 / 2011

Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond,
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on 01743 260210.

1 Purpose of Report

This report puts forward a 2010 / 2011 Work Plan for the Audit and Performance Management Committee for consideration and approval by Members.

2

Recommendations

The Committee is asked to approve the Audit and Performance Management Committee Work Plan 2010 / 2011, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

3 Background

In March 2009 the Audit and Performance Management Committee approved its 2009 / 2010 Work Plan, the first formal work plan to be adopted by the Committee. The Plan set out in a structured manner what its activities would be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference would be carried out in a timely manner and that no deadlines would be missed.

4 Review of 2009 / 2010 Work Plan

Having carried out a review of the 2009 / 2010 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out, with one exception, namely the consideration of an annual summary report on compliments and complaints.

Officers have delayed production of this report to capture a full year's data, which will enable meaningful comparisons with previous years.

5 Proposed 2010 / 2011 Work Plan

During the review officers also considered what activities should be included in the 2010 / 2011 Work Plan, taking into account any recent developments and information received from the Audit Commission regarding the various reports, which it intended to produce. Attached as an appendix to this report is a draft 2010 / 2011 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 relevant 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
2010 / 2011

9 Background Papers

There are no background papers associated with this report.

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

| | | | |
|--|---|---|---|
| Balanced Score Card | | Integrated Risk Management Planning | |
| Business Continuity Planning | | Legal | * |
| Capacity | | Member Involvement | * |
| Civil Contingencies Act | | National Framework | |
| Comprehensive Performance Assessment | | Operational Assurance | |
| Efficiency Savings | | Retained | |
| Environmental | | Risk and Insurance | |
| Financial | * | Staff | |
| Fire Control/Fire Link | | Strategic Planning | |
| Information Communications and Technology | | West Midlands Regional Management Board | |
| Freedom of Information / Data Protection / Environmental Information | | Equality Impact Assessment | * |

Shropshire and Wrekin Fire Authority Audit and Performance Management Committee Proposed Work Plan February 2010 to February 2011

| Action | Who is responsible | Completion Date |
|--|--|---|
| Approve the Committee's 2010/11 Work Plan | Audit and Performance Management Committee and Corporate Services Manager | February 2010 |
| Receive the Audit Plan Update | Audit and Performance Management Committee and Audit Commission | February 2010 |
| Consider and approve the Annual Internal Audit and Inspection Plan 2010/11 | Audit and Performance Management Committee, Internal Audit, Treasurer and Principal Accountant | February 2010 |
| 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 Risk Management | February 2010 |
| 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 2009/10 | Audit and Performance Management Committee and Head of Risk Management | February 2010 to go to the Fire Authority's June 2010 meeting for signature |

| | Action | Who is responsible | Completion Date |
|--|--|---|--|
| | Review and re-affirm the Fire Authority's Anti-Fraud and Corruption Policy | Audit and Performance Management Committee, Treasurer and Principal Accountant | February 2010 to go to Fire Authority's April 2010 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 | February 2010 |
| | <p>Receive reports on:</p> <ul style="list-style-type: none"> • Performance Assessment – Key Performance Indicators 2009/10 • Performance against Best Value Performance Indicators April to December 2009 • Retained Duty System Performance Monitoring October to December 2009 • Summary progress within the improvement priorities 2009/10 • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan | <p>Audit and Performance Management Committee and</p> <ul style="list-style-type: none"> • Statistical Research Officer • Statistical Research Officer • District Officer • Programme Manager • Equality and Diversity Officer • Equality and Diversity Officer | February 2010 |

| | Action | Who is responsible | Completion Date |
|--|--|---|---|
| | Review Terms of Reference of the Committee | Audit and Performance Management Committee, assisted by appropriate officers | May 2010 to go to the Fire Authority's Annual Meeting in July 2010 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 | May 2010 to go to the Fire Authority's Annual Meeting in July |
| | Receive report of the Audit Commission 'Your Business at Risk Review' | Audit and Performance Management Committee and Audit Commission | May 2010 |
| | 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 | May 2010 |
| | Approve the Annual Governance Statement for inclusion of the Statement and Improvement Plan in the Final Accounts for 2009/10 | 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 | May 2010 to go to the Fire Authority's June 2010 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 | May 2010 |

| | Action | Who is responsible | Completion Date |
|--|--|---|------------------------|
| | Receive the annual summary report on compliments and complaints | Audit and Performance Management Committee and Assistant Chief Fire Officer | May 2010 |
| | Receive performance monitoring reports on the performance indicators and targets to be set by the Strategy and Resources Committee | Audit and Performance Management Committee and Statistical Research Officer | May 2010 |
| | Receive reports on: <ul style="list-style-type: none"> • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan | Audit and Performance Management Committee and Equality and Diversity Officer | May 2010 |

| | Action | Who is responsible | Completion Date |
|--|---|--|--|
| | Elect Chair and Appoint Vice-Chair | Audit and Performance Management Committee | September 2010 |
| | 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 2010 |
| | 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 2010 to go to the Fire Authority's October 2010 meeting for approval |

| | Action | Who is responsible | Completion Date |
|--|--|--|------------------------|
| | <p>Receive from the Audit Commission:</p> <ul style="list-style-type: none"> • The Annual Governance Report • Report on the Financial Statements and Value for Money Conclusion • Use of Resources Report • 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) | <p>Audit and Performance Management Committee and Audit Commission</p> <ul style="list-style-type: none"> • Audit and Performance Management Committee and the Chair of the Committee, Chief Fire Officer and Treasurer | September 2010 |
| | <p>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</p> | <p>Audit and Performance Management Committee, Member Champion for Risk Management and Audit, and Head of Risk Management</p> | September 2010 |
| | <p>Receive the report on the Annual Governance Statement Improvement Plan 2010/11</p> | <p>Audit and Performance Management Committee and Head of Operations and Risk</p> | September 2010 |

| | Action | Who is responsible | Completion Date |
|--|--|---|---|
| | Receive performance monitoring reports on the performance indicators and targets to be set by the Strategy and Resources Committee | Audit and Performance Management Committee and Statistical Research Officer | September 2010 |
| | Receive reports on: <ul style="list-style-type: none"> • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan | Audit and Performance Management Committee and Equality and Diversity Officer | September 2010 |
| | 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) |

| | Action | Who is responsible | Completion Date |
|--|---|--|------------------------|
| | 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 2010 |
| | Receive the report on the Annual Governance Statement Improvement Plan 2010/11 | Audit and Performance Management Committee and Head of Operations and Risk | November 2010 |

| | Action | Who is responsible | Completion Date |
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| | 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 to be set by the Strategy and Resources Committee | Audit and Performance Management Committee and Statistical Research Officer | November 2010 |
| | Receive reports on: <ul style="list-style-type: none"> • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan | Audit and Performance Management Committee and Equality and Diversity Officer | November 2010 |

| | Action | Who is responsible | Completion Date |
|--|--|--|------------------------|
| | Approve the Committee's 2011/12 Work Plan | Audit and Performance Management Committee and Corporate Services Manager | February 2011 |
| | Receive the Audit Plan Update | Audit and Performance Management Committee and Audit Commission | February 2011 |
| | Consider and approve the Annual Internal Audit and Inspection Plan 2011/12 | Audit and Performance Management Committee, Internal Audit, Treasurer and Principal Accountant | February 2011 |

| | Action | Who is responsible | Completion Date |
|--|--|--|---|
| | 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 | February 2011 |
| | 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 | February 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 | February 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 | February 2011 |
| | Receive performance monitoring reports on the performance indicators and targets to be set by the Strategy and Resources Committee | Audit and Performance Management Committee and Statistical Research Officer | February 2011 |

| | Action | Who is responsible | Completion Date |
|--|--|---|------------------------|
| | Receive reports on: <ul style="list-style-type: none"> • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan | Audit and Performance Management Committee and Equality and Diversity Officer | September 2010 |

| | Action | Who is responsible | Completion Date |
|--|---|--|------------------------|
| | 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 |