

Audit and Performance Management Committee Work Plan 2009-10

Report of the Chief Fire Officer

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260225 or Sharon Lloyd, Corporate Services Manager, on 01743 260210.

1 Purpose of Report

This report seeks to establish a Work Plan for the Audit and Performance Management Committee for the year March 2009 to March 2010.

2 Recommendations

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

3 Background

The Audit and Performance Management Committee has been established for a number of years and carries out various functions in accordance with its terms of reference. Some of those functions must take place at specific times in order to comply with statutory deadlines and to feed the Committee's recommendations into meetings of the Fire Authority in a timely manner.

Throughout this time, however, the Committee has had no formal work plan, setting out what its activities will be throughout the year. In order to provide some structure to the work undertaken by the Committee and to ensure that it carries out all of its functions it is proposed that an annual Work Plan is established. The Plan will, in turn, provide a basis on which dates of future meetings of the Committee are scheduled.

4 Proposed Work Plan

Attached as an appendix to this report is a draft 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, Internal and External 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 introduction 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

Establishing a Work Plan for the Audit and Performance Management Committee is not a legal requirement but represents 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
March 2009 to March 2010

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 March 2009 to March 2010

Action	Who is responsible	Completion Date
Review Terms of Reference of the Committee	Audit and Performance Management Committee assisted by the Chief Fire Officer, Assistant Chief Fire Officer, Treasurer and Corporate Services Manager	March 2009 to go to the Fire Authority's Annual Meeting in July 2009 for approval
Approve the Annual Governance Statement timetable for inclusion of the Statement and Improvement Plan in the Final Accounts for 2008/09	Audit and Performance Management Committee delegated to the Chief Fire Officer and Head of Performance and Risk in consultation with the Fire Authority's Member Champion for Risk Management and Audit	March 2009 to go to the Fire Authority's July 2009 meeting for signature
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	July 2009

	Action	Who is responsible	Completion Date
	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 Risk Management	July 2009
	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	July 2009 to go to the Fire Authority's October 2009 meeting for approval
	Receive the External Auditor's Management Letter	Audit and Performance Management Committee and External Auditor	July 2009
	Receive reports on: <ul style="list-style-type: none"> • Performance Assessment – Key Performance Indicators • Performance against Best Value Performance Indicators April 2008 to March 2009 • Retained Duty System Performance Monitoring • Summary of progress within the improvement priorities and core business 2009/10 • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Chief Fire Officer and Information Officer • Chief Fire Officer and Information Officer • Chief Fire Officer and District Officer • Chief Fire Officer and Programme Manager • Chief Fire Officer and Equality and Diversity Officer • Chief Fire Officer and Equality and Diversity Officer 	July 2009

	Action	Who is responsible	Completion Date
	Elect Chair and Appoint Vice-Chair	Audit and Performance Management Committee	September 2009
	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 2009
	Receive the report 'International Standard on Auditing (ISA) 260' of the District Auditor 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, Chair of the Committee and District Auditor	September 2009
	Receive the report on the Annual Governance Statement Improvement Plan 2009/10	Audit and Performance Management Committee and Head of Risk Management	September 2009
	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 Risk Management	September 2009

	Action	Who is responsible	Completion Date
	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	September 2009
	Receive reports on: <ul style="list-style-type: none"> • Annual Governance Statement Improvement Plan 2009/10 • Performance Assessment – Key Performance Indicators • Performance against Best Value Performance Indicators April to June 2009 • Retained Duty System Performance Monitoring • Summary of progress within the improvement priorities and core business 2009/10 • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Head of Risk Management • Chief Fire Officer and Information Officer • Chief Fire Officer and Information Officer • Chief Fire Officer and District Officer • Chief Fire Officer and Programme Manager • Chief Fire Officer and Equality and Diversity Officer • Chief Fire Officer and Equality and Diversity Officer 	September 2009

	Action	Who is responsible	Completion Date
	Establish Role Descriptions for the Chair and Vice-Chair of the Committee	Audit and Performance Management Committee, assisted by the Treasurer, Assistant Chief Fire Officer and Corporate Services Manager, following consultation with the Chair and Vice-Chair of the Committee	November 2009 to go to the Fire Authority's December Meeting
	Review and approve the Role Description for the Member Champion for Risk Management and Audit	Audit and Performance Management Committee, Member Champion for Risk Management and Audit, Treasurer, Head of Risk Management and Corporate Services Manager	November 2009 to go to Fire Authority's December meeting
	Receive the Annual Governance Report from the External Auditor following completion of the annual audit of the accounts	Audit and Performance Management Committee and External Auditor	November 2009
	Receive the report on the Annual Governance Statement Improvement Plan 2009/10	Audit and Performance Management Committee and Head of Risk Management	November 2009
	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

	Action	Who is responsible	Completion Date
	Receive feedback from the Audit Commission regarding outcomes of the 2009 Comprehensive Area Assessment	Audit and Performance Management Committee and Audit Commission	November 2009
	Receive reports on: <ul style="list-style-type: none"> • Performance Assessment – Key Performance Indicators • Performance against Best Value Performance Indicators April to September 2009 • Retained Duty System Performance Monitoring • Summary progress within the improvement priorities and core business 2009/10 • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Chief Fire Officer and Information Officer • Chief Fire Officer and Information Officer • Chief Fire Officer and District Officer • Chief Fire Officer and Programme Manager • Chief Fire Officer and Equality and Diversity Officer • Chief Fire Officer and Equality and Diversity Officer 	November 2009

	Action	Who is responsible	Completion Date
	Approve the Committee's 2010/11 Work Plan	Audit and Performance Management Committee and Corporate Services Manager	March 2010
	Receive the Annual Audit and Inspection Letter 2007/08	Audit and Performance Management Committee and External Audit	March 2010
	Consider and approve the Annual Audit and Inspection Plan 2010/11	Audit and Performance Management Committee, Treasurer and Principal Accountant	March 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	March 2010
	Receive a report on the Annual Governance Statement Improvement Plan 2009/10	Audit and Performance Management Committee and Head of Risk Management	March 2010
	Review and re-affirm the Fire Authority's Anti-Fraud and Corruption Policy	Audit and Performance Management Committee, Treasurer and Principal Accountant	March 2010 to go to Fire Authority's June 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	March 2010

	Action	Who is responsible	Completion Date
	Receive reports on: <ul style="list-style-type: none"> • Performance Assessment – Key Performance Indicators • Performance against Best Value Performance Indicators April to December 2009 • Retained Duty System Performance Monitoring • Summary progress within the improvement priorities and core business 2009/10 • Equality and Diversity Steering Group Action Plan progress • Progress on the Corporate Equality Action Plan 	Audit and Performance Management Committee and <ul style="list-style-type: none"> • Chief Fire Officer and Information Officer • Chief Fire Officer and Information Officer • Chief Fire Officer and District Officer • Chief Fire Officer and Programme Manager • Chief Fire Officer and Equality and Diversity Officer • Chief Fire Officer and Equality and Diversity Officer 	March 2010
	Receive the annual summary report on compliments and complaints	Audit and Performance Management Committee and Assistant Chief Fire Officer	March 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 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
	Ensure provision of appropriate training for all Members of the Committee	Audit and Performance Management Committee, Chief Fire Officer, Assistant Chief Officer, Treasurer, Principal Accountant and external agencies, where appropriate	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 Officer,	Ongoing