

**Hereford & Worcester Fire and Rescue Authority  
Audit and Standards Committee  
30 June 2014**



## **Minutes**

### **Members Present**

Mrs. L Duffy (Chairman), Mr G Yarranton (Vice Chairman),  
Ms P Agar, Mr P Gretton, Ms K Guthrie, Mrs A Hingley, Mr T Miller, Mr S Peters  
and Mr P Sinclair-Knipe.

#### **1. Apologies for Absence**

It was announced that the Chairman would be late and that the Vice Chairman would take the Chair until she arrived.

Apologies for absence were received from Mr S Cross, Mr B Matthews, Prof J Raine and Mr G Vickery

#### **2. Named Substitutes**

No substitutes were appointed.

#### **3. Declaration of Interests (if any)**

No declarations of interest were made.

#### **4. Confirmation of Minutes**

***RESOLVED that the minutes of the Audit and Standards Committee meeting held on 16 April 2014 be confirmed as a correct record and signed by the Chairman.***

#### **5. Provisional Annual Statement of Accounts 2013/14**

The Treasurer presented a draft of the Annual Statement of Accounts for discussion and noting. He emphasised to Members that they would not be asked to approve the Statement of Accounts until completion of the audit, which was due to commence in July 2014 and to be completed in September.

Councillor Lynne Duffy entered the meeting at 11.12am and took the Chair.

**RESOLVED that the Treasurer brings back a further report when the Accounts have been audited.**

## **6. Member Development Programme 2014/15**

The Committee and Members' Services Manager presented a report to propose themes for inclusion in the Member Development Programme 2014/15. Members were advised that the Programme aimed to provide Members with the support, knowledge, skills and information necessary to effectively carry out their roles.

It was noted that changes in Authority Membership had led to difficulties in appointing to the Member Development Working Group. The Chairman advised Members that it could be more appropriate for the Committee to drive Member Development.

**RESOLVED that the Member Development Programme 2014/15 incorporates:**

- **Authority Budgets and Finances;**
- **National Structures;**
- **Building and Infrastructure;**
- **Fleet and Equipment; and**
- **Business Fire Safety,**

**and it is RECOMMENDED that the role of overseeing Member Development be undertaken in future by the Audit and Standards Committee instead of a Member Development Working Group.**

## **7. Review of Anti-Fraud, Bribery & Corruption Policy**

The Treasurer presented a report to review the Authority's Anti-Fraud, Bribery & Corruption Policy in accordance with the Authority's Code of Corporate Governance to ensure that the policy remained fit for purpose.

**RESOLVED that the revised Anti-Fraud, Bribery & Corruption Policy be approved.**

## **8. Internal Audit Monitoring Report 2013/14**

The Internal Auditor presented a report updating Members on the 2013/14 Plan delivery. Members' attention was drawn to the draft reports for Urban Search and Rescue and the Capital Programme. The Internal Auditor announced that the draft reports had been finalised (and the assurance level was of moderate and above). Members were advised that operational progress against the Internal Audit Plan for 2013/14 had been steady and culminated in the completion of the Plan in full with all audits undertaken.

**RESOLVED that the completion of the 2013/14 Audit Plan, with no issues arising, be noted.**

**9. Internal Audit Annual Report 2013/14**

The Internal Auditor presented a report providing Members with the overall results in terms of meeting Internal Audit's objectives, as set out in the Internal Audit Plan for 2013/14. The Committee was also provided with an audit opinion and commentary on the overall adequacy and effectiveness of the internal control environment.

**RESOLVED that the Audit Plan delivered in 2013/14, providing an assurance level of "moderate" or above for all relevant audits, be noted.**

**10. Internal Audit Draft Audit Plan 2014/15**

The Internal Auditor presented the draft Audit Plan for 2014/15. Members were advised that operational progress against the Internal Audit Plan for 2014/15 would be closely monitored by the Service Manager of the Worcestershire Internal Audit Shared Service and any significant areas would be reported to the Audit and Standards Committee on a quarterly basis.

**RESOLVED that the 2014/15 draft Internal Audit Plan be approved.**

**11. Process for Managing Standards Complaints under the Localism Act 2011**

The Head of Legal Services presented a report that reviewed and updated the Authority's arrangements for dealing with allegations of breach of the Members' Code of Conduct. Members were advised that the revised arrangements would provide greater clarity on the roles and responsibilities when dealing with any allegations of breaches of code of conduct.

**RESOLVED that the arrangements for the Process for Managing Standards Complaints under the Localism Act 2011 be adopted.**

The meeting concluded at 11.56 am.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman