



## Minutes

### Members Present

Mrs. L Duffy (Chairman),  
Mr S Cross, Mr A Fry, Mr P Gretton, Mrs K Guthrie, Mrs A Hingley, Mr B Matthews, Mr T Miller, Mr S Peters, Prof J Raine and Mr P Sinclair-Knipe.

#### 1. Apologies for Absence

Apologies for absence were received from Mrs P Agar and Mr M Broomfield.

#### 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 22 January 2014 be confirmed as a correct record and signed by the Chairman.***

#### 5. Strategic Risk Register

The Head of Operations Support presented a report that provided the Committee with an update on changes to the Strategic Risk Register. It was explained that the system of risk management was reviewed annually and control mechanisms were in place to manage the risks identified in the Strategic Risk Register.

***Resolved that the Strategic Risk Register 2013/14 be noted, in particular the increased likelihood and reduced impact of Industrial Disputes.***

**6. Internal Audit Monitoring Report 2013/14**

The Internal Auditor presented a report that provided the Committee with an interim progress update on the 2013/14 Internal Audit Plan delivery. The Internal Auditor thanked all Fire Authority staff for their assistance during the audits that had been undertaken during 2013/14.

***Resolved that the report be noted.***

**7. 2013-14 Audit Plan**

The External Auditor presented the External Audit Plan for the year ended 31 March 2014 which set out how the external audit and the Value for Money conclusion would be completed.

***Resolved that the 2013-14 Audit Plan be noted.***

**8. Annual Complaints Update 2013/14**

The Head of Legal Services presented a report that updated the Committee with regards to the process in place for dealing with compliments, complaints and concerns made by the public about the Service.

**Resolved that:**

- (i) the process for dealing with compliments, complaints and concerns made by the public about the Service be noted;***
- (ii) it be noted that during the period 1 April 2013 to 31 March 2014 a total of 30 complaints, 30 concerns and 93 compliments were received from the public; and***
- (iii) it be noted that during the period 1 April 2013 to 31 March 2014 none of the complainants appealed regarding the response provided and no complaints were sent to the Local Government Ombudsman for investigation.***

**9. Annual Governance Action Plan 2013/14**

The Head of Legal Services presented a report that updated the Committee on the progress of actions in relation to the Authority's Annual Governance Statement and corporate governance arrangements.

***Resolved that the following progress in relation to the Action Plan be noted:***

- (i) an agreed approach for consultation was developed as part of***

***the CRMP 2014-2020;***

- (ii) procedures for the annual appraisal of the Chief Fire Officer/Chief Executive, Deputy Chief Fire Officer, Treasurer and Monitoring Officer have been approved by the Policy and Resources Committee; and***
- (iii) Governance Awareness Sessions have been undertaken with Middle Managers, Group Commanders and Station Commanders.***

#### **10. Health and Safety Audit 2013**

The Head of Operations Support presented a report that informed the Committee of the outcomes of the Health and Safety Audit undertaken in November 2013. The Audit showed that the Service demonstrated commitment to the management of health and safety and made 25 specific recommendations where further improvements could be made.

***Resolved that:***

- (i) the content of the Health and Safety Audit Report be noted;***
- (ii) the high level action plan to discharge the 25 recommendations from the report be noted; and***
- (iii) an update report to be brought back to the Committee in April 2015.***

The meeting concluded at 11.45 am.

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

Chairman