



HEREFORD & WORCESTER Fire Authority

Audit and Standards Committee

AGENDA

Wednesday, 18 January 2017

10:30

Conference Suites

**Headquarters, 2 Kings Court, Charles Hastings Way,
Worcester, WR5 1JR**

ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 4 Never re-enter the building – **GET OUT STAY OUT**.

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

CAR PARK OF THE OFFICE BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

GUIDANCE NOTES FOR VISITORS

Security

Upon arrival, visitors are requested to proceed to the barrier and speak to the reception staff via the intercom. There are parking spaces allocated for visitors around the front of the building, clearly marked. Upon entering the building, you will then be welcomed and given any further instructions. In particular it is important that you sign in upon arrival and sign out upon departure. Please speak to a member of the reception staff on arrival who will direct you to the appropriate meeting room.

Wheelchair access

The meeting room is accessible for visitors in wheelchairs.

Alternative formats

For information regarding requests for papers in alternative formats, please contact Committee & Members' Services on 01905 368241 /209 or by email at committeeservices@hwfire.org.uk.

Smoking is not permitted.

First Aid -please ask at reception to contact a trained First Aider.

Toilets – please ask at reception.

ACCESS TO INFORMATION – YOUR RIGHTS. The press and public have the right to attend Local Authority meetings and to see certain documents. You have:

- the right to attend all Authority and Committee meetings unless the business to be transacted would disclose “confidential information” or “exempt information”;
- the right to film, record or report electronically on any meeting to which the public are admitted provided you do not do so in a manner that is disruptive to the meeting. **If you are present at a meeting of the Authority you will be deemed to have consented to being filmed or recorded by anyone exercising their rights under this paragraph;**
- the right to inspect agenda and public reports at least five days before the date of the meeting (available on our website: <http://www.hwfire.org.uk>);
- the right to inspect minutes of the Authority and Committees for up to six years following the meeting (available on our website: <http://www.hwfire.org.uk>); and
- the right to inspect background papers on which reports are based for a period of up to four years from the date of the meeting.

A reasonable number of copies of agenda and reports relating to items to be considered in public will be available at meetings of the Authority and Committees. If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Committee & Members’ Services on 01905 368209 or by email at committeeservices@hwfire.org.uk.

WELCOME AND GUIDE TO TODAY’S MEETING. These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

Agenda Papers - Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

Chairman - The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

Officers - Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

The Business - The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

Decisions - At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

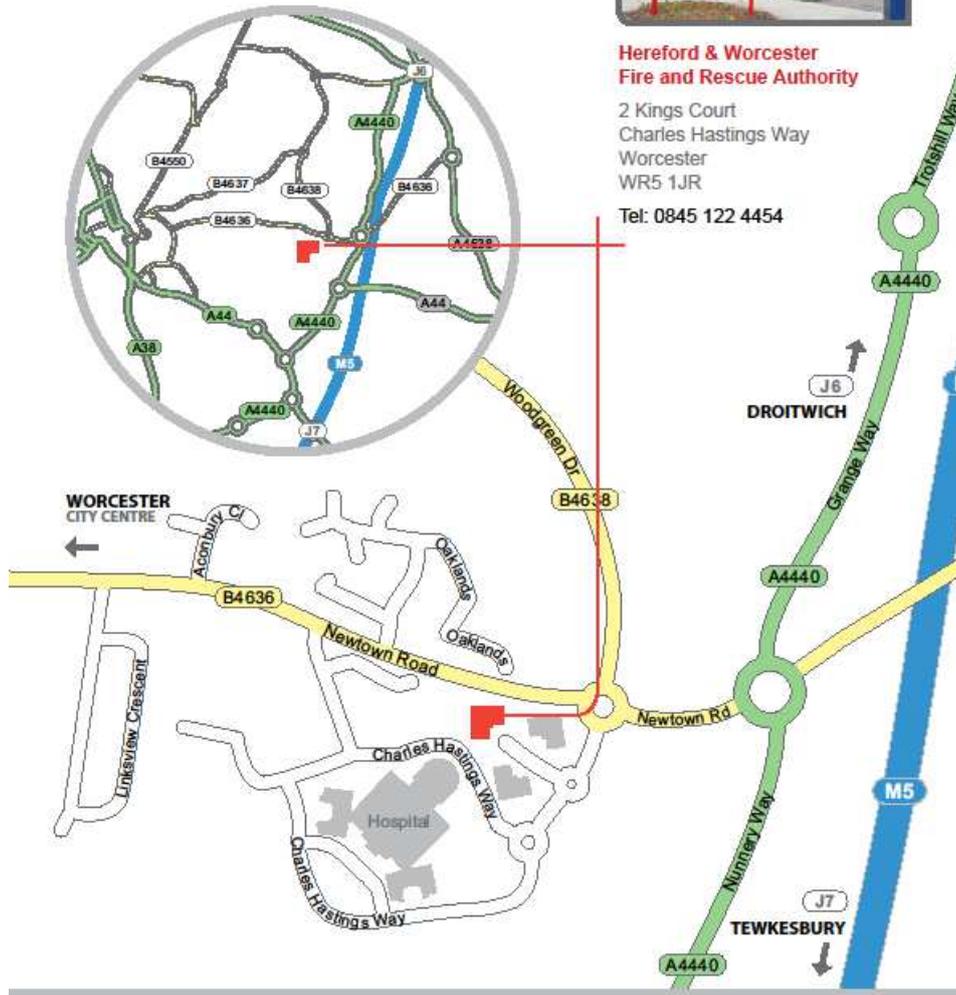
Service Headquarters



Hereford & Worcester Fire and Rescue Authority

2 Kings Court
Charles Hastings Way
Worcester
WR5 1JR

Tel: 0845 122 4454





Hereford & Worcester Fire Authority

Audit and Standards Committee

Wednesday, 18 January 2017, 10:30

Agenda

Councillors

Ms L R Duffy (Chairman), Mr Al Hardman (Vice Chairman), Ms P Agar, Mr A Amos, Mr S C Cross, Ms K S Guthrie, Mrs A T Hingley, Mr R I Matthews, Professor J W Raine, Mr G J Vickery, Mr S D Williams

No.	Item	Pages
1	Apologies for Absence To receive any apologies for absence.	
2	Named Substitutes To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	Declarations of Interest (if any) This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	Confirmation of Minutes To confirm the minutes of the meeting held on 27 September 2016.	7 - 9
5	Annual Audit Letter 2015/2016 Details	

6 External Audit Fee 2016/2017

Details

7 Internal Audit Monitoring Report 2016/2017

Details



Hereford & Worcester Fire Authority

Audit and Standards Committee

Tuesday, 27 September 2016, 10:30

Minutes

Members Present: Mr A Amos, Ms L R Duffy, Mrs A T Hingley, Mr R I Matthews, Professor J W Raine, Mr G J Vickery

Substitutes: none

Absent: Ms P Agar

Apologies for Absence: Mr S C Cross, Ms K S Guthrie, Mr Al Hardman, Mr S D Williams

51 Appointment of Vice Chairman

RESOLVED that Councillor Adrian Hardman be appointed Vice Chairman of the Audit and Standards Committee.

52 Confirmation of Minutes

RESOLVED that the minutes of the Audit and Standards Committee held on 4 July 2016 be confirmed as a correct record and signed by the Chairman.

53 Internal Audit Monitoring Report 2016/2017

The committee were advised that outstanding audits from 2015/16 had now been completed and finalised. There had been no high priority recommendations, concerns or risks identified and a conclusion of Significant Assurance had been given.

Members were informed that the 2016/17 audit is progressing with a focus on Corporate Governance and the CARE (Career Average Revalued Earnings) System. Outcomes and assurance levels will be

reported at the next committee.

In the ensuing discussion Members officers confirmed that any areas of concern highlighted by the auditors would be the subject of clear action plans to ensure continued service improvement.

RESOLVED that the Internal Audit Monitoring Report 2016/2017 and the residual 2015/16 work be noted.

54 Annual Statement of Accounts 2015/2016

The Treasurer presented the 2015/2016 Statement of Accounts to the Committee which he highlighted were not substantially different to the presentation delivered at the last Audit and Standards Committee on 4 July 2016.

RESOLVED that the Statement of Accounts 2015/2016 be approved.

55 External Audit Findings Report 2015/2016 Including Letter of Representation

The External Auditor highlighted to Members the intention to give an unqualified audit opinion on the Authority's 2015/16 accounts and give an unqualified Value for Money conclusion. Members were advised that there were no control issues or weakness' that need to be brought to the attention of the committee and no financial adjustments to make.

The Auditors asked the committee to note that the pension liability fund associated with those staff who transferred to Place Partnership Ltd. (PPL) were to be included in the Authority's accounts rather than in PPL's accounts. Auditors reassured Members that this was common practice.

There was a discussion about the forecast gap within the Medium Term Financial Plan and the Treasurer confirmed that reserves would only be used to resource smooth change and not fund ongoing expenditure.

RESOLVED that:

- i) the External Audit Findings Report 2015/16 including, the anticipation of an unqualified opinion on the 2015/16 accounts be noted; and**
- ii) the letter of representation be approved on behalf of the Authority.**

56 Statement of Assurance

Members were presented with the Statement of Assurance which provides robust assurance levels in relation to financial, governance and operational matters.

***RESOLVED* that the draft Statement of Assurance 2016-17 be adopted and approved for publication.**

57 Register of Interest for Officers

Members were advised that as part of the regular review of the Authority's governance framework, the current policy with regards to staff interests and protocols have been reviewed. Existing requirements and procedures have now been brought together in one policy document.

Members were asked to note that in addition to the requirement for all staff to give notice of interests, senior members of staff should now expect to provide a higher degree of transparency in order to ensure public and Member confidence in their impartiality when advising or making decisions on behalf of the Authority.

***RESOLVED* that the Register of Staff Interests Policy be approved.**

The Meeting ended at: 11:15

Signed:.....

Date:.....

Chairman