



HEREFORD & WORCESTER Fire Authority

Audit and Standards Committee

AGENDA

Tuesday, 27 September 2016

10:30

Malvern Fire Station

Worcester Road, Malvern, Worcestershire, WR14 1TD

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- 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.



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Agenda

Councillors

Ms L R Duffy (Chairman), Ms P Agar, Mr A Amos, Mr S C Cross, Ms K S Guthrie, Mr Al Hardman, 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	Appointment of Vice Chairman To appoint a Vice Chairman to the Committee.	
5	Confirmation of Minutes To confirm the minutes of the meeting held on 4 July 2016.	5 - 8

6	Internal Audit Monitoring Report 2016/2017	9 - 16
	To provide the Committee with a progress update on the 2016/17 plan delivery and summary updates in regard to the residual 2015/16 audits.	
7	Annual Statement of Accounts 2015/2016	17 - 99
	To present the 2015/16 Statement of Accounts for approval.	
8	External Audit Findings Report 2015/2016 Including Letter of Representation	100 - 138
	To put forward the External Auditors' Report for consideration and to recommend approval of the letter of representation.	
9	Statement of Assurance	139 - 152
	To consider and approve the draft statement of Assurance 2016/17 for publication.	
10	Register of Interest for Officers	153 - 170
	To put forward a revised draft policy regarding the registration of staff interests for consideration by the Committee.	