



HEREFORD & WORCESTER Fire Authority

Audit and Standards Committee

AGENDA

Wednesday, 20 July 2022

14:00

**Wyre Forest Fire Station
Unit 3, Stourpoint 5, Stourport Road, Kidderminster,
Worcestershire, DY11 7FL**

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.

Please note that when taking part in public participation, your name and a summary of what you say at the meeting may be included in the minutes.

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

Mr M Hart (Chairman), Mr A Amos (Vice Chairman), Mr D Boatright, Mr S Bowen, Mr B Brookes, Mr B Clayton, Mr I D Hardiman, Mr Al Hardman, Mrs E Marshall, Ms N McVey, Mr R J Morris, Mrs D Toynbee

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 20 April 2022.	1 - 5
5	External Audit Plan (2020/21 Accounts) To consider the Audit Plan from the Authority's External Auditor, Grant Thornton UK LLP, which sets out the work to be undertaken in 2022/23 in respect of the 2021/22 Audit.	6 - 33
6	Informing the Audit Risk Assessment 2021/22 To make Members aware of the Audit Risk Assessment carried out by Grant Thornton UK LLP, the Authority's External Auditor, in deriving the External Audit Plan 2022/23 in respect of the 2021/22 Accounts.	34 - 66

7	Internal Audit Annual Report 2021/22	67 - 92
	To provide the Committee with: <ul style="list-style-type: none"> the overall results in terms of meeting Internal Audit's (IA's) objectives as set out in the internal audit plan for 2021/2022, an audit opinion and commentary on the overall adequacy and effectiveness of the internal control environment. a copy of the current internal audit charter. 	
8	Internal Audit Progress Report	93 - 104
	To provide an update in regards to the delivery of the Internal Audit plan 2021/22 and 2022/23.	
9	Risk Management and Strategic Risk Register – Annual Update	105 - 112
	To provide the Audit and Standards Committee with an annual update on the Risk Management Framework and Strategic Risk Register.	
10	Equality Objectives 2021-2025 – Update for Quarter 3 and Quarter 4 2021-2022	113 - 119
	To provide a summary of progress against the Service's Equality Objectives 2021 -2025 for Quarter 3 and Quarter 4 2021-2022.	
11	Prevention Cause of Concern – Action Plan Update	120 - 130
	To provide an update on the action plan created to discharge the Cause of Concern issued by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) in relation to Prevention Activity.	
12	Health and Safety Committee Update: January to March 2022 (Quarter 4)	131 - 146
	The purpose of this report is to provide a Health & Safety update on activities and items of significance.	

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