



HEREFORD & WORCESTER Fire Authority

Audit and Standards Committee

AGENDA

Wednesday, 18 January 2023

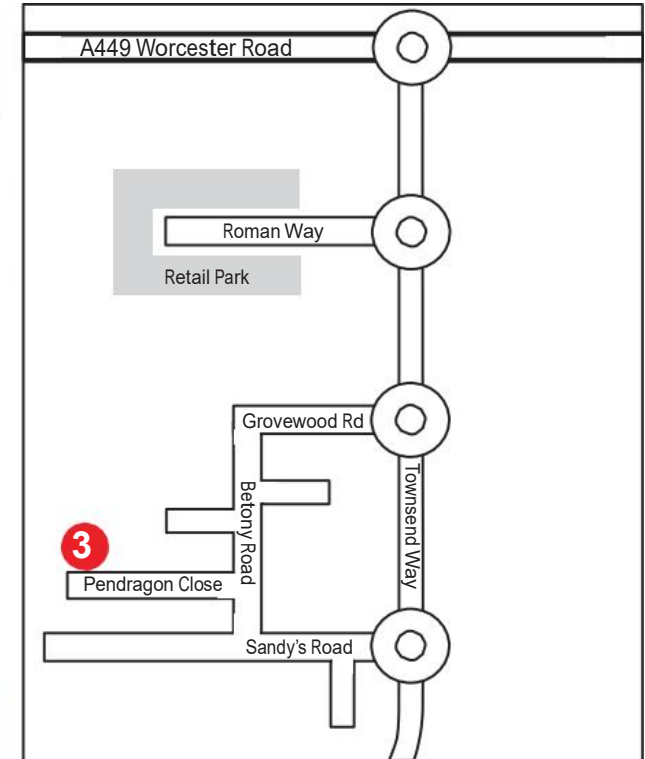
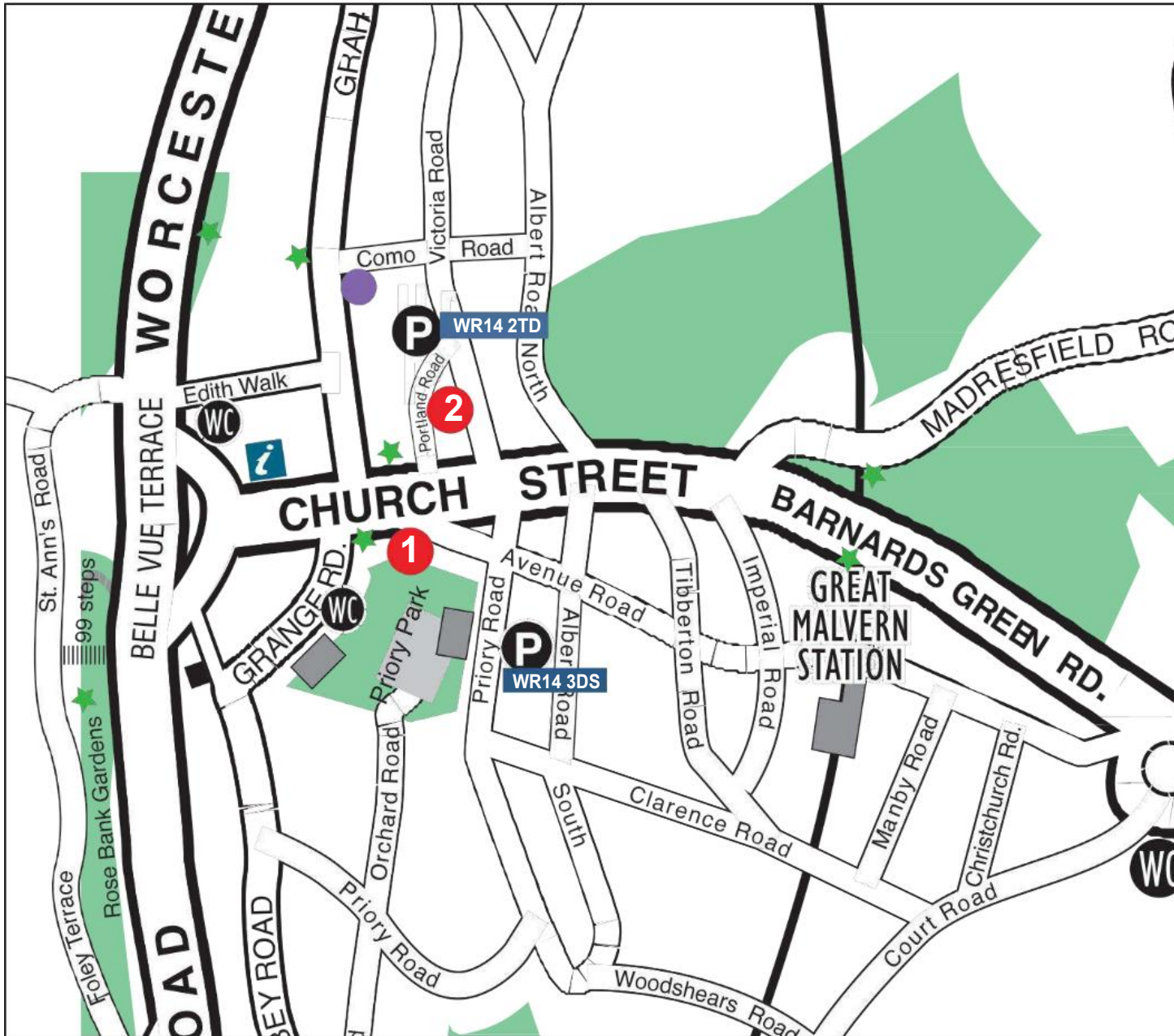
10:30

**Malvern DC Council Chamber
Malvern District Council, Avenue Road, Great Malvern,
Worcestershire, WR14 3AF**

Please note: There are no public parking facilities at the Council House car park. Parking is available on surrounding roads or the nearest alternative public car park is located in Priory Road, WR14 3DS (opposite the Splash Leisure Centre).

Malvern Hills District Council - How to find us

Malvern Hills District Council, Council House, Avenue Road, Malvern, WR14 3AF



Key

- 1** The Council House and The Council Chamber
The Council House, Avenue Road, Malvern WR14 3AF
- 2** Brunel House
Brunel House, Portland Road, Malvern WR14 2TB
- 3** The Depot
Operations Depot, Pendragon Close, Malvern WR14 1GR
-  Customer Service Centre at The Library
-  Malvern Tourist Information Centre
-  Bus Stop

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.



Hereford & Worcester Fire Authority

Audit and Standards Committee

Wednesday, 18 January 2023, 10:30

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 July 2022.	1 - 4
5	External Audit Findings Report 2021/22 To put forward the Audit Findings Report for consideration and to recommend approval of the Letter of Representation.	5 - 43
6	Statement Of Accounts 2021/22 To present the 2021/22 Statement of Accounts for approval.	44 - 47
7	External Auditors' Annual Report 2021/22 To present the Auditors Annual Report 2021/22 from the External Auditors, Grant Thornton UK LLP.	48 - 78

8	Internal Audit Draft Audit Plan 2023/24	79 - 90
	To provide the Draft Audit Plan for 2023/24.	
9	Internal Audit Progress Report	91 - 102
	To provide an update in regard to the delivery of the Internal Audit plan 2022/23.	
10	Contract Standing Orders	103 - 115
	To review the Authority's contract standing orders, ensure that procurement thresholds are appropriate and make other minor amendments.	
11	Equality & Gender Pay Gap Report 2021-2022 and Equality Objectives Progress Update	116 - 161
	To present the Equality & Gender Pay Gap Report – 2021-2022.	
	To provide a summary of progress against the Service's Equality Objectives 2021-2025 for Q1-Q2 2022-2023.	
12	Update on the Prevention Cause of Concern	162 - 164
	To provide an update on the Service's progress against the Cause of Concern issued by His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) in relation to Prevention Activity.	
13	Update On Activities Of Women @HWfire group	165 - 168
	To provide an update on the work of Women@HWFire.	
14	Health and Safety Committee Update: April to June 2022 (Quarter 1)	169 - 187
	To provide a Health & Safety update on activities and items of significance.	
15	Health and Safety Committee Update: July to September 2022 (Quarter 2)	188 - 205
	To provide a Health & Safety update on activities and items of significance.	