



# **HEREFORD & WORCESTER Fire Authority**

**Audit and Standards Committee**

## **AGENDA**

**Wednesday, 24 April 2019**

**10:30**

**Council Chamber**

**County Hall, Spetchley Road, Worcester, WR5 2NP**



## **Fire Alarm**

- The fire alarm is tested every Tuesday at 13:45. Should the alarm sound at any other time you will need to leave the building via the nearest safe exit.)
- You will need to follow Officers to Assembly Point E (Northside) which is located outside the building.

## **Toilets**

- There are male and female toilets with baby change facilities in reception and a disabled toilet within the Register Office at the entrance adjacent to reception.

## **Parking**

- If you have parked in the visitor car park please collect a token from Reception upon leaving.
- Once the token has been inserted please wait for the traffic light to change to green before driving off. The barrier will lower only when the light is green.

## **Smoking Policy**

- Smoking is not permitted anywhere within the building. There is a smoking shelter located by the cascades which are situated between the upper and lower lakes.

## **OPTIONAL INFORMATION**

### **Cafe**

- There is a cafe located on the ground floor, a short distance from Reception which you are welcome to use. It sells a range of hot and cold foodstuffs as well as having a coffee bar.
- The Lakeview Cafe is open for business 08:00 to 15:00 Monday to Friday. The area is available for informal meetings unless specifically booked for an event although we ask that you only do so outside the busy lunchtime period when diners are given priority use.

### **Shop**

- There is a shop adjacent to the cafe and stocks a range of sandwiches, snacks, sweets and newspapers.
- The shop's opening hours are 08:00 to 14:00 Monday to Friday
- There is a snack/cold drink vending machine immediately outside the shop for use during and outside of the shop's hours of business. There is also a KLIX hot drinks machine.

### **Grounds/Site traffic**

- Please note that County Hall and its grounds are public therefore there may be any number of people walking around the site including those walking their dogs or travelling to the nearby schools.
- Due to this we have a site wide 10 mph speed limit

### **Public Transport**

- There are two bus stops within the grounds of County Hall, one adjacent to each of the site entrances. Both have timetables and as a guide there are generally four buses per hour into the city centre.

**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](mailto: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, 24 April 2019, 10:30

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### Agenda

Councillors

Mr M Hart (Chairman), Mr A Amos (Vice Chairman), Ms P Agar, Ms T Bowes, Ms K S Guthrie, Mr I D Hardiman, Mr Al Hardman, Mr R I Matthews, Mr P Middlebrough, Dr K Pollock, Professor J W Raine, Mr S D Williams

No.	Item	Pages
1	<b>Apologies for Absence</b>  To receive any apologies for absence.	
2	<b>Named Substitutes</b>  To receive details of any Member of the Authority nominated to attend the meeting in place of a Member of the Committee.	
3	<b>Declarations of Interest (if any)</b>  This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
4	<b>Confirmation of Minutes</b>  To confirm the minutes of the meeting held on 22 January 2019.	7 - 10
5	<b>External Audit Plan 2019/20 (2018/19 Accounts)</b>  Details	

**6 External Audit Progress Report 2018-19**

For the External Auditor, Grant Thornton UK LLP, to update Members on progress with the audit of the 2018/19 Accounts.

**7 Informing the Audit Risk Assessment 2018-19 Accounts**

Details

**8 Internal Audit Progress Report 2018/19**

Details

**9 Internal Audit Draft Audit Plan 2019/20**

Details

**10 Annual Compliments, Complaints, Concerns and Requests for Information 2018/19**

Details

**11 Draft Annual Governance Statement 2018/19**

Details

**12 National Fraud Initiative 2018/19**

Details

**13 Review of the Whistle Blowing Policy**

Details

**14 Gender Pay Gap Report**

Details

**15 Health and Safety Committee Update**

Details



Hereford & Worcester Fire Authority

Audit and Standards Committee

Tuesday, 22 January 2019, 14:30

## Minutes

**Members Present:** Ms P Agar, Mr A Amos, Ms T Bowes, Ms K S Guthrie, Mr I D Hardiman, Mr M Hart, Mr P Middlebrough, Dr K Pollock, Professor J W Raine, Mr S D Williams

### 111 Apologies for Absence

Apologies were received from Mr B Matthews.

### 112 Named Substitutes

There were no named substitutes.

### 113 Declarations of Interest (if any)

There were no interests declared.

### 114 Confirmation of Minutes

**RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 25 July 2019 be confirmed as a correct record and signed by the Chairman.**

### 115 Annual Audit Letter 2017/18

The External Auditor presented the Annual Audit Letter 2017/18 to the Committee summarising the findings from the 2017/18 Audit.

Members were pleased to note that no significant issues were found with the primary statements in the 2017/18 audit and that the Authority has proper arrangements in place to secure value for money in its use of resources for the year ending 31 March 2018.

The Treasurer confirmed that he had no concerns from the Audit Findings Report.

*[Cllr Agar and Cllr Amos entered the meeting at 14:34].*

**RESOLVED that the Annual Audit Letter 2017/18 from External Auditors, Grant Thornton UK LLP be noted.**

**116 Internal Audit Progress Report 2018/19**

The Head of Internal Audit Shared Service presented an update on the 2018/19 audit plan delivery.

Members were pleased to note the Internal Audit Plan for 2018/19 was progressing steadily with 64% of the reviews either nearing completion or completed with the remaining timetabled for quarter 4 delivery and recommendations that had been made were being addressed through robust management action plans.

A Member queried the Data Protection Officer post and was advised that the Head of Legal Services currently held the position, however a permanent solution was being looked at with the possibility of outsourcing to the company that had recently concluded a GDPR audit for the Service.

**RESOLVED that the report be noted.**

**117 Annual Statement of Assurance 2018-19**

The Chief Fire Officer presented the Statement of Assurance 2018-19 to the Committee for approval and publication on the Service's website.

A Member requested that the wording in the third paragraph on page 4 of 16 of the Statement of Assurance be amended to read "A significant proportion of incidents..." rather than "The majority of incidents..." in relation to false alarms and also reference to Service Headquarters at Kings Court be amended to Hindlip at the end of the document.

There was discussion around false alarms and Members were assured that the Service works closely with businesses to reduce the number of false alarms.

Members agreed that the document was well written and easy to read.

**RESOLVED that the Committee adopts the draft Statement of Assurance 2018-19 and approves it for publication, subject to the**



**amendments stated above.**

## **118 Employment Monitoring Data 2017-18**

The Assistant Chief Fire Officer presented a report summarising the progress against the Public Sector Equality Duty prior to the publication of the Employment Monitoring Data 2017-18 on the Service's website.

A Member queried the statistics in paragraph 18 of the report. The Assistant Chief Fire Officer confirmed that out of the 76 leavers, there were 55 resignations, 12 retirements and 9 others. Members were also assured that figures in the report and the Appendix would be double checked prior to publication on the Service's website.

Members were assured that the Service continues to make progress in embedding Equality and Diversity and will continue to provide updates to this Committee.

**RESOLVED that:**

- i. Members note there have been minimal changes to the overall make up of the Service's workforce since the previous employment monitoring report for 2016-2017; and**
- ii. The Employment Monitoring Report 2017-2018 is approved for publication.**

## **119 Health and Safety Committee Update**

The Head of Operation Support presented an update on the activities and items of significance from the Service's Health and Safety Committee.

Members were assured that the increase in personal injuries was minimal and generally minor in nature. Some of the injuries were during training incidents and the Health and Safety Committee were looking into these in more detail.

Members discussed violence and aggression on members of staff and were assured that the Service worked closely with the Police and were pleased to report that incidents were relatively small in number. Members were also informed that body worn and vehicle CCTV cameras were now able to record incidents.

**RESOLVED that the following issues, in particular, be noted:**

- i. Health and Safety performance information recorded during April**

**2018 to September 2018 (Quarters 1 & 2); and**  
**ii. The involvement of the Service in a number of Health and Safety initiatives.**

The Meeting ended at: 15:18

Signed:.....

Date:.....

Chairman