



# **HEREFORD & WORCESTER Fire Authority**

**Audit and Standards Committee**

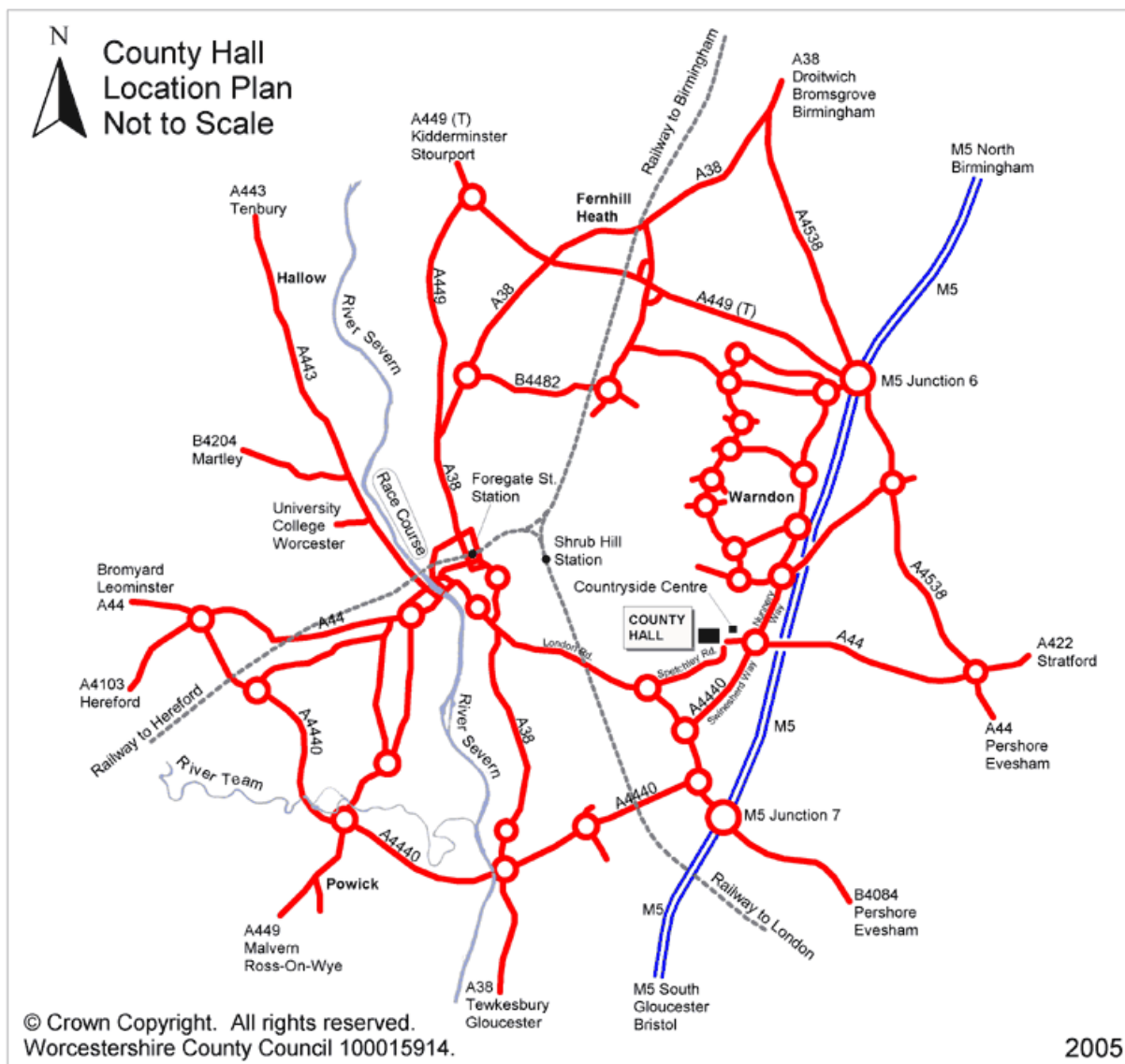
## **AGENDA**

**Wednesday, 22 January 2020**

**10:30**

**Council Chamber**

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



### From the M5

From J7 of M5 follow A44 to Worcester (follow the brown and white tourist signs) at the roundabout turn right onto Swinesherd Way and continue to the end passing Wildwood Drive on the left and the Countryside Centre on the right.

From J6 of M5 follow A4538 to Evesham, (follow the brown and white tourist signs) turn right at 1st roundabout onto B4636 (to Worcester) then left at the next roundabout (Nunnery Way - A4440) and then right at the next roundabout onto Wildwood Drive.

### From Worcester City Centre

Take the London Road away from the centre signposted M5 motorway and Evesham.

Travelling eastwards along London Road, passing through a set of traffic lights at the bottom of the first large hill, climb to the top of the next hill. Approach the large roundabout and take the first left (almost straight ahead if you remain in the inside lane) into Spetchley Road.

Travel along Spetchley Road for approximately 1/3 of a mile. At the mini roundabout turn left into the County Hall Campus.

## **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, 22 January 2020,10:30

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### Agenda

Councillors

Mr M Hart (Chairman), Mr A Amos (Vice Chairman), Ms P Agar, Mr S Bowen, Mrs E Eyre BEM, Mr I D Hardiman, Mr Al Hardman, Mrs K Hey, Mr R J Morris, Dr K Pollock, Mr L Stark, Mrs D Toynbee

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 15 October 2019.	1 - 4
5	<b>Internal Audit Draft Audit Plan 2020/21</b>  Details	

**6 Internal Audit Progress Report 2019/20**

Details

**7 People Strategy 2020 - 2022**

To present the People Strategy 2020-2022.

**8 Review of Financial Regulations**

Details

**9 Health and Safety Committee Update**

Details



Hereford & Worcester Fire Authority

Audit and Standards Committee

Tuesday, 15 October 2019, 10:30

**Chairman: Cllr M Hart**

**Vice-Chairman: Cllr A Amos**

## **Minutes**

**Members Present:** Ms P Agar, Mr A Amos, Mrs E Eyre BEM, Mr I D Hardiman, Mr M Hart, Mrs K Hey, Dr K Pollock, Mr L Stark, Mrs D Toynbee

### **149 Apologies for Absence**

Apologies were received from Mr S Bowen and Mr R Morris.

### **150 Named Substitutes**

There were no named substitutes.

### **151 Declarations of Interest (if any)**

There were no interests declared.

### **152 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting of the Audit and Standards Committee held on 30 July 2019 be confirmed as a correct record and signed by the Chairman.

### **153 Annual Audit Letter 2018/19**

The External Auditor presented the Annual Audit Letter 2018/19 from Grant Thornton UK LLP which summarised the findings from the 2017/18 audit.

**RESOLVED** that the Annual Audit Letter 2018/19 from External

**Auditors, Grant Thornton UK LLP be noted.**

**154 Internal Audit Progress Report 2019/20**

The Head of Internal Audit Shared Service presented Members with an update on the delivery and progress to date on the 2019/20 Audit Programme.

*[Cllr E Eyre entered the meeting at 10.37am]*

Members were informed that the Internal Audit Plan for 2019/20 was progressing steadily and it was anticipated that any recommendations that were made in regards to the reports produced throughout the year would be addressed through robust management action plans and in a timely manner.

**RESOLVED that the report be noted.**

**155 Annual Statement of Assurance 2019-20**

The Chief Fire Officer presented the Annual Statement of Assurance 2019-20 to be considered and approved.

Members were informed that this was the Authority's seventh Annual Statement of Assurance and upon approval would be published on the Service's website.

**RESOLVED that the Committee adopts the draft Statement of Assurance 2019-20 and approves it for publication.**

**156 Employment Monitoring Report 01 April 2018 – 31 March 2019**

The Assistant Chief Fire Officer presented a report summarising progress against the Public Sector Equality Duty, prior to the publication of the Employment Monitoring Report 2018-19 on the Service's website.

It was highlighted to Members that the actual number of staff employed by the Service was 683.

*[Cllr K Hey entered the meeting at 10.50am]*

It was noted that in relation to protected characteristics under the Equalities Act 2010, the references to 'gender' should instead refer to 'sex'.

Members were pleased to note the reduction in disciplined cases and that



the Service was working at reducing the gender gap.

There was concern regarding the decrease of female staff, however the Chief Fire Officer reassured Members that this was partly due to the redundancy of support staff and he had no concerns.

**RESOLVED that the following areas be noted:**

**i) there have been minimal changes to the overall make up of the Service's workforce since the previous employment monitoring report for 2017-2018.**

**ii) the Employment Monitoring Report 2018-19 is approved for publication.**

## **157 Health & Safety Committee Update**

The Deputy Chief Fire Officer presented Members with an update on the activities and items of significance from the Service's Health and Safety Committee.

Members were advised that 13 out of the 15 recommendations made during the regional Health and Safety audit of March 2018 had been completed.

Members were also informed of the ongoing issues at Droitwich Fire Station where appliances were pulling out of the station into speeding traffic. Members were advised that this was being monitored closely and Cllr Clayton was very interested in this matter as the Health and Safety representative.

There was concern regarding the national reporting of cancer in retired Firefighters. Members were advised that remedial action in the Service had been taken with regard to the washing regime following attendance at an incident and the Service were awaiting further guidance from the NFCC.

Members were also pleased to note the low number of violence/ aggression incidents.

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

**i) Health and Safety performance information recorded during April 2019 to June 2019 (Quarter 1).**

**ii) The involvement of the Service in a number of Health and Safety initiatives.**

The Meeting ended at: 11:23

Signed:.....

Date:.....

Chairman