



Hereford & Worcester Fire Authority

Audit and Standards Committee

Wednesday, 24 January 2018, 10:30

## Minutes

**Members Present:** Mr A Amos, Ms K S Guthrie, Mr I D Hardiman, Mr AI Hardman, Mr M Hart, Mr R I Matthews, Mr P Middlebrough, Dr K Pollock, Professor J W Raine, Mr S D Williams

### 89        **Apologies for Absence**

There were no apologies for absence.

### 90        **Named Substitutes**

There were no named substitutes.

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

There were no interests declared.

### 92        **Confirmation of Minutes**

**RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 6 September 2017 be confirmed as a correct record and signed by the Chairman.**

### 93        **Annual Audit Letter 2016/17**

The External Auditors, Grant Thornton UK LLP, presented the report and confirmed that an unqualified opinion on the Authority's 2016/17 financial statements and value for money conclusion had been issued mid September 2017. Financial statements were considered to give a true and fair view of the Authority's financial position and the statements presented were sound.

The Committee were asked to note that good progress had been made to

prepare for the earlier issue deadline of 31 July in 2018 and that the new engagement lead for Grant Thornton UK LLP would be present at the next Audit and Standard's Committee.

**RESOLVED that the Annual Audit Letter 2016/17 from External Auditors, Grant Thornton UK LLP be noted.**

**94 Internal Audit Monitoring Report 2017/18**

The Internal Auditor provided the Committee with a progress update on the 2017/18 audit plan delivery. Members' attention was drawn to three areas of focus; Corporate Governance, Training and Development and Transformational Planning. Members were reassured that no high priority recommendations had been identified and that clear and robust management action plans were in place to address areas that needed to be strengthened.

**RESOLVED that the Internal Audit Monitoring Report 2017/18 be noted.**

**95 Gender Pay Gap Report**

The Committee was presented with a report detailing the gender pay gap in Hereford & Worcester Fire and Rescue Service (the Service), prior to the publication of the Gender Pay Gap Report on the corporate website and the Government's reporting website. Members were advised to note that Gender Pay Gap reporting illustrated the distribution of pay grades by gender through our workforce. This is different to an Equal Pay Audit which measures whether men and women in the same employment performing equal work receive equal pay. It was emphasised that the Service was already recognised as an equal pay and opportunities employer and noted that data must be seen as a 'snapshot' informing headline facts required for publication.

Members recognised that comparative data was unavailable at this time and requested that a report be brought back to the Committee in 12-18 months.

**RESOLVED that:**

- i) The gender pay gap figures are noted;***
- ii) Progress to bridge the gender pay gap is monitored via SMB; and***
- iii) The Gender Pay Gap Report is published on the corporate***

***website and Government's reporting website together with a signed statement confirming the information is accurate.***

**96 Update from the Health and Safety Committee**

The Committee were provided with an update on activities from the Service's Health and Safety Committee. In particular Members were asked to note the significant work that had taken place around the Risk Assessment Database. In addition it was highlighted that as part of an agreed regional business plan the Service had been selected to participate in a targeted Health and Safety Audit around four specific areas and that this was due to take place from 20-22 March 2018. An update on this would be given at the next Committee.

Members were reassured that no notable trends in health and safety instances had been identified.

***RESOLVED that the activities and items of significance from the Health and Safety Committee be noted, in particular:***

- i) Health and Safety performance information recorded during July 2017 to September 2017 (Quarter 2)***
- ii) The involvement of the Service in a number of Health and Safety initiatives.***

The Meeting ended at: 11:21

Signed:.....

Date:.....

Chairman