

# Audit and Performance Management Committee Work Plan 2018/19

## Report of the Chief Fire Officer

For further information about this report please contact Rod Hammerton, Chief Fire Officer, on 01743 260201 or Germaine Worker, Head of Human Resources and Administration, on 01743 260210.

### 1 Purpose of Report

This report puts forward a 2018/19 Work Plan for the Audit and Performance Management Committee for consideration and approval by Members. The report also reviews implementation of the activities listed in last year's Work Plan.

### 2 Recommendations

The Committee is asked to approve the Audit and Performance Management Committee Work Plan 2018/19, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

### 3 Background

Since March 2009 the business of the Audit and Performance Management Committee has been conducted in accordance with an annual Work Plan. The Plan sets out in a structured manner what the Committee's activities will be throughout the year, thus ensuring that the responsibilities imposed by its terms of reference will be carried out in a timely manner and that no deadlines will be missed.

The proposed 2018/19 Work Plan is attached as an appendix to this report for consideration by the Committee.

## **4 Review of 2017/18 Work Plan**

Having carried out a review of the 2017/18 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out or are on the agenda for this meeting, with the exception of those detailed below

### **December 2017**

#### **Receive monitoring report on Shropshire Fire Risk Management Services (SFRMS) Ltd.**

A Shropshire Fire Risk Management Services Ltd. monitoring report will not be provided in December 2017 due to the Company's reduced trading activity since May 2016.

## **5 Proposed 2017/18 Work Plan**

During the review of the 2017/18 Work Plan officers also considered what activities should be included in the Work Plan for 2018/19, taking into account any recent developments.

Attached as an appendix to this report is a draft 2018/19 Work Plan, outlining all of the actions which, it is expected, the Committee will need to carry out during the coming year. The Committee is asked to provide any comments or suggestions with regard to the attached draft Work Plan and approve the contents.

## **6 Financial Implications**

There are no direct financial implications attached to the approval of the Work Plan itself. There may, however, be financial implications associated with a number of the actions listed, for which individual reports will be brought to the Committee as necessary, detailing those specific implications.

## **7 Legal Comment**

The Audit and Performance Management Committee is not legally required to have in place a Work Plan. This does, however, represent good practice.

The decision to approve the Work Plan will not affect the discretion of the Committee during the forthcoming year, as it can, at subsequent meetings, decide to amend the Work Plan, if it is necessary to do so.

## **8 Appendix**

Audit and Performance Management Committee  
Proposed Work Plan 2018/19

## **9 Background Papers**

There are no background papers associated with this report.

## Shropshire and Wrekin Fire and Rescue Authority Audit and Performance Management Committee Proposed Work Plan 2018 to 2019

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
1	Review Terms of Reference of the Committee	Audit and Performance Management Committee, assisted by appropriate officers	April 2018 To go to June 2018 Fire Authority meeting
2	Review Role Descriptions for the Chair and Vice-Chair of the Committee and for the Member Champion for Risk Management and Audit	Head of Human Resources and Administration Report to be brought to the Committee, only if significant changes are required	April 2018
3	Receive a report on the review of the Code of Corporate Governance	Assistant Chief Fire Officer, Head of Finance and Planning, Performance and Communications Manager	April 2018 To go to June 2018 Fire Authority meeting
4	Receive External Audit Plan for the year end	External Audit	April 2018
5	Review of Accounting Policies	Treasurer and Head of Finance	April 2018
6	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Treasurer, Head of Finance and Head of Human Resources and Administration	April 2018 To go to June 2018 Fire Authority meeting
7	Receive a presentation on the benefits emanating from the Service Transformation Programme	Planning, Performance and Communications Manager	April 2018
8	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	April 2018

	Action	Who is responsible	Completion Date
9	Receive summary reports on: <ul style="list-style-type: none"> <li>Service Targets</li> <li>Retained Duty System Performance Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief Fire Officer</li> <li>Group Commander (Rural)</li> </ul>	April 2018
10	Receive report on Service targets for 2019/20 (Agreed at Strategy and Resources Committee in March)	Deputy Chief Fire Officer	April 2018
11	Receive monitoring report on SFRMS Ltd. (quarterly reporting to Committee agreed by Fire Authority in September 2013)	SFRMS Company Manager	April 2018
12	Receive a report on the constitution of the Committee to ensure that all new Members are aware of their role and responsibilities and agree Committee training needs	Head of Human Resources and Administration	July 2018
13	Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)	Treasurer and Head of Finance	July 2018
14	Receive from External Audit Audit Findings Report on Audit (Financial Statements and Value for Money Conclusion)	External Audit	July 2018
15	Chair of the Committee, Chief Fire Officer and Treasurer to sign the Letter of Representation (as per authority delegated by the Fire Authority in February 2012)	Chair of the Committee, Chief Fire Officer and Treasurer	July 2018
16	Receive the Audit Fee Letter	External Audit	July 2018

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
17	Approve Annual Governance Statement for inclusion of Statement and Improvement Plan in Final Accounts	Audit and Performance Management Committee delegated to the Chief Fire Officer and Planning, Performance and Communications Manager in consultation with the Member Champion for Risk Management and Audit	July 2018
18	Receive an update report on the Annual Governance Statement Improvement Plan	Planning, Performance and Communications Manager	July 2018
19	Receive the Head of Internal Audit's Annual Report and opinion on the framework of internal controls and agree any actions required	Head of Internal Audit	July 2018
20	Receive the annual summary report on compliments and complaints	Deputy Chief Fire Officer	July 2018
21	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	July 2018
22	Receive summary reports on: <ul style="list-style-type: none"> <li>• Service Targets</li> <li>• Retained Duty System Performance Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Chief Fire Officer</li> <li>• Group Commander (Rural)</li> </ul>	July 2018
23	Receive monitoring report on SFRMS Ltd. (quarterly reporting to Committee agreed by Fire Authority in September 2013)	SFRMS Company Manager	July 2018
24	Receive from External Audit and approve The Annual Audit Letter	External Audit	September 2018
25	Review and re-affirm the Fire Authority's policy on Reporting of Illegality and Malpractice (Whistleblowing)	Treasurer and Head of Human Resources and Administration	September 2018 To go to October 2018 Fire Authority meeting

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
26	Consider and approve the Fire Authority's Annual Review (Annual Statement of Assurance) for recommendation to the Fire Authority	Assistant Chief Fire Officer and Planning, Performance and Communications Manager	September 2018 To go to October 2018 Fire Authority meeting
27	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	September 2018
28	Receive summary reports on: <ul style="list-style-type: none"> <li>• Service Targets</li> <li>• Retained Duty System Performance Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Chief Fire Officer</li> <li>• Group Commander (Rural)</li> </ul>	September 2018
29	Receive monitoring report on SFRMS Ltd. (quarterly reporting to Committee agreed by Fire Authority in September 2013)	SFRMS Company Manager	September 2018

30	Approve the Committee's 2019/20 Work Plan	Head of Human Resources and Administration	December 2018
31	Consider and approve the Annual Internal Audit Plan, including revision of the Service Level Agreement with Internal Audit	Internal Audit, Treasurer and Head of Finance	December 2018
32	Receive report on Annual Governance Statement Improvement Plan	Planning, Performance and Communications Manager	December 2018
33	Receive Corporate Risk Management Summary	Planning, Performance and Communications Manager	December 2018
34	Receive summary reports on: <ul style="list-style-type: none"> <li>• Service Targets</li> <li>• Retained Duty System Performance Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Chief Fire Officer</li> <li>• Group Commander (Rural)</li> </ul>	December 2018
35	Receive monitoring report on SFRMS Ltd (quarterly reporting to Committee agreed by Fire Authority in September 2013)	SFRMS Company Manager	December 2018

	<b>Action</b>	<b>Who is responsible</b>	<b>Completion Date</b>
36	Receive a report twice yearly from the Risk Management Group on the work completed by Internal Audit and progress made in implementing recommended actions, and agree any actions required	Member Champion for Risk Management and Audit and Planning, Performance and Communications Manager	Twice yearly to fit in with Internal Audit findings
37	Consider and approve revisions to the Annual Audit Plan	Treasurer and Head of Internal Audit	As and when required
38	Consider and approve any proposals for the revision of the Service Level Agreement with Internal Audit	Treasurer, Head of Finance and Head of Internal Audit	As and when required but in November at least every 4 <sup>th</sup> year
39	Consider reports on Internal Audit special investigations and agree recommendations for strengthening internal controls	Internal Audit	As and when required
40	Consider, investigate (where appropriate) and report upon, any other matter within the Committee's remit, referred by the Fire Authority, Chief Fire Officer, Treasurer, Head of Finance or Monitoring Officer	Audit and Performance Management Committee and appropriate officers	As and when required
41	Ensure provision of appropriate training for all Members of the Committee	Chief Fire Officer, Assistant Chief Officer, Treasurer and Head of Finance	Ongoing
42	Receive reports on External Audit's assessment frameworks to maintain awareness of current regimes	Chief Fire Officer and Assistant Chief Fire Officer	Ongoing