

Standards, Audit and Performance Committee Work Plan 2024

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 2024 Work Plan for the Standards, Audit and Performance 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 Standards, Audit and Performance Committee Work Plan 2024, attached as an appendix, subject to any amendments / comments the Committee may wish to make.

3 Background

Since March 2009 the business of the Standards, Audit and Performance 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 2024 Work Plan is attached as an appendix to this report for consideration by the Committee.

4 Review of 2023 Work Plan

Having carried out a review of the 2023 Work Plan, officers can confirm that all activities, listed in the Plan, have been carried out or are on the agenda for this meeting, except for the following:

April 2023 and September 2023

Receive Risk Management Group report on work completed by Internal Audit and progress made in implementing recommended actions

This report is no longer taken to Committee due to the change in Internal Audit provider.

July 2023

Receive a report on the constitution of the Committee to ensure new Members are aware of their role and responsibilities and agree Committee training needs.

The constitution of the Committee was not taken to this meeting due to it being agreed at the Fire Authority's Annual Meeting that the Terms of Reference for the Committees would be reviewed during the year. Feedback on this review is due to be brought to the Committee at its April 2024 meeting.

December 2023

Receive from External Audit and approve The Annual Audit Letter

This has been deferred to the April 2024 meeting of the Committee due to the approval of the Statement of Accounts being deferred to December 2023.

December 2023

Receive Ethical Framework Report including review of Member Code of Conduct and associated documents

This report has been deferred to the April 2024 meeting of the Committee to tie in more closely with the Fire Authority's Annual Meeting .

December 2023

Receive Pension Board minutes

Receive Annual Report from Chair of Pension Board

Both of these items have been deferred to the April 2024 meeting of the Committee as the Pension Board meeting that was due to be held in September 2023 was cancelled.

5 Proposed 2024 Work Plan

During the review of the 2023 Work Plan officers also considered what activities should be included in the Work Plan for 2024, considering any recent developments.

Attached as an appendix to this report is a draft 2024 Work Plan, outlining all 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.

The draft Work Plan includes the standards and human resources functions that were added to the Committee's Terms of Reference, as a result of the changes made to the Fire Authority's governance structure in April 2019.

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 Standards, Audit and Performance 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

Standards, Audit and Performance Committee Proposed Work Plan 2024

9 Background Papers

There are no background papers associated with this report.

**Shropshire and Wrekin Fire and Rescue Authority
Standards, Audit and Performance Committee
Proposed Work Plan 2024**

	Action	Responsible Officer(s)	Completion Date
1	Review Terms of Reference of the Committee	Head of Human Resources and Administration (HHRA) and Executive Support Officer (ESO)	April 2024 To go to June 2024 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	HHRA and ESO Report to be brought to the Committee, only if significant changes are required	April 2024
3	Receive a report on the review of the Code of Corporate Governance	Assistant Chief Fire Officer (Service Support) (ACFO SS), Head of Finance and Planning and Performance Manager	April 2024 To go to June 2024 Fire Authority meeting
4	Receive Code of Corporate Governance Compliance Report	ACFO (SS) and Planning and Performance Manager	April 2024
5	Receive External Audit Plan for the year end including audit fee details	External Audit	April 2024
6	Review of Accounting Policies	Treasurer and Head of Finance	April 2024
7	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	April 2024

	Action	Responsible Officer(s)	Completion Date
8	Review and re-affirm the Fire Authority's Anti-Fraud, Bribery and Corruption Policy	Treasurer, Head of Finance and HHRA	April 2024 To go to June 2024 Fire Authority meeting
9	Receive Corporate Risk Management Summary	Planning and Performance Manager	April 2024
10	Receive summary report on Corporate Performance Indicators (CPIs) for Q3: Apr to Dec 2023, including <ul style="list-style-type: none"> • On Call Performance Monitoring • CPI 9 Establishment, Diversity and Competency 	ACFO (SS), Head of Transformation & Collaboration (HoTC) and Group Commander (Rural)	April 2024
11	Receive report on CPIs for 2024/25 (Agreed at Strategy and Resources Committee in March)	ACFO (CS)	April 2024
12	Receive HMICFRS Cultures and Values Report update	Station Manager Transformation and Collaboration	April 2024
13	Receive Ethical Framework Report including review of: <ul style="list-style-type: none"> • Member Code of Conduct • Code of Conduct complaints documentation and publicity • Members' Register of Interests form • Dispensations Procedure and Application Form 	ACFO (SS), HHRA, ESO and Monitoring Officer Only goes to Committee if significant changes are required	April 2024 To go to June 2024 Fire Authority meeting if significant changes are required
14	Receive annual report on Member Development	ACFO (CS)	April 2024
15	Receive update on Code of Conduct Complaints	Head of HR and Administration	April 2024
16	Receive Pension Board Minutes	ACFO (SS) and ESO	April 2024

	Action	Responsible Officer(s)	Completion Date
17	Receive a report on the constitution of the Committee to ensure new Members are aware of their role and responsibilities and agree Committee training needs	HHRA and ESO	July 2024
18	Approve Annual Governance Statement for inclusion of Statement and Improvement Plan in Final Accounts	Planning and Performance Manager	July 2024
19	Receive an update report on the Annual Governance Statement Improvement Plan	Planning and Performance Manager	July 2024
20	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 2024
21	Receive the annual summary report on compliments and complaints	ACFO (SS)	July 2024
22	Receive Corporate Risk Management Summary	Planning and Performance Manager	July 2024
23	Receive Year End (Q4) report on CPIs including On Call Performance Monitoring	ACFO (SS), HoTC and Group Commander (Rural)	July 2024
24	Receive HMICFRS Cultures and Values Report update	Station Manager Transformation and Collaboration	July 2024
25	Receive Pension Board Minutes	ACFO (CS) and ESO	July 2024

	Action	Responsible Officer(s)	Completion Date
26	Approve the Statement of Accounts (as per authority delegated by Fire Authority in February 2012)	Treasurer and Head of Finance	September 2024
27	Receive from External Audit Audit Findings Report on Audit (Financial Statements and Value for Money Conclusion)	External Audit	September 2024
28	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	September 2024
29	Consider and approve the Fire Authority's Annual Review (Annual Statement of Assurance) for recommendation to the Fire Authority	ACFO (SS) and HoTC	September 2024 To go to October 2024 Fire Authority meeting
30	Review and re-affirm the Fire Authority's Reporting of Illegality and Malpractice (Whistleblowing) Policy	ACFO (CS) and Treasurer	September 2024 To go to October 2024 Fire Authority meeting
31	Receive Corporate Risk Management Summary	Planning and Performance Manager	September 2024
32	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	September 2024
33	Receive summary report on CPIs for Q1 (Apr to June) including On Call Performance Monitoring	ACFO (SS), HoTC and Group Commander (Rural)	September 2024
34	Receive HMICFRS Cultures and Values Report update	Station Manager Transformation and Collaboration	September 2024

	Action	Responsible Officer(s)	Completion Date
35	Review Protocol on Member / Officer Relations	Head of HR and Administration Only goes to Committee if significant changes are required	September 2024
36	Review Protocol on Gifts and Hospitality for Members	Head of HR and Administration Only goes to Committee if significant changes are required	September 2024
37	Approve the Committee's 2025 Work Plan	HHRA and ESO	December 2024
38	Receive and approve The Annual Audit Report from External Audit	External Audit	December 2024
39	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 2024
40	Receive report on Annual Governance Statement Improvement Plan	Planning and Performance Manager	December 2024
41	Receive Corporate Risk Management Summary	Planning and Performance Manager	December 2024
42	Receive summary report on CPIs for Q2 (April to September) including <ul style="list-style-type: none"> • On Call Performance Monitoring • CPI 9 Establishment, Diversity and Competency 	ACFO (CS) and Group Commander (Rural)	December 2024
43	Receive HMICFRS Cultures and Values Report update	Station Manager Transformation and Collaboration	December 2024

	Action	Responsible Officer(s)	Completion Date
44	Receive Pension Board Minutes	ACFO (SS) and ESO	December 2024
45	Receive Annual Report from Chair of Pensions Board	ACFO (SS) and ESO	December 2024
46	Consider and approve revisions to the Annual Audit Plan	Treasurer and Head of Internal Audit	As and when required
47	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 th year
48	Consider reports on Internal Audit special investigations and agree recommendations for strengthening internal controls	Internal Audit	As and when required
49	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	Committee and appropriate officer(s)	As and when required
50	Deal with Dispensation Applications	Committee and Monitoring Officer	As and when applications are made
51	Ensure provision of appropriate training for all Members of the Committee	Head of Finance, HHRA and ESO	Ongoing
52	Receive reports on External Audit's assessment frameworks to maintain awareness of current regimes	Chief Fire Officer, ACFO (CS) and Head of Finance	Ongoing