

DRAFT

Minutes of a meeting of the Leicester, Leicestershire and Rutland Combined Fire Authority's Corporate Governance Committee, held at the Leicestershire Fire and Rescue Service Headquarters on Wednesday, 13th September 2017.

PRESENT

Cllr K Bool	Mr D Harrison CC
Ms B Newton CC	Cllr A Thalukdar
Mr D Slater (Chair)	

OFFICERS

Mr S Lunn	Chief Fire and Rescue Officer
Mr A Brodie	Assistant Chief Fire and Rescue Officer
Mr M Andrew	People and Organisational Development
Ms A Greenhill	Treasurer
Ms L Haslam	Monitoring Officer
Mrs J Green	Member Services Co-ordinator

IN ATTENDANCE

Mr N Jones	Internal Audit Service, Leicestershire County Council
Mr M Davis	Internal Audit Service, Leicestershire County Council

1. Apologies for absence

Apologies were received from Cllr K Master, Cllr M Chohan and Mr S Bray CC.

2. To receive declarations by members of interests in respect of items on this Agenda

None.

3. Urgent Business

None.

4. Chair's Announcements

None.

5. To confirm the Minutes of the Meeting of the Corporate Governance Committee held on 15th March 2017 as a correct record.

RESOLVED:

The minutes of the meeting of the Corporate Governance Committee on 15th March 2017 were confirmed as a correct record.

6. Financial Monitoring to the end of July 2017

The Treasurer presented this report to the Committee covering the revenue and capital budgets for the Financial Period 4, to the end of July 2017.

It was confirmed that there are no issues of concern.

RESOLVED:

The Committee:

- a) Noted the revenue and capital budget position as at the end of July 2017.
- b) Noted that the transfer of £70k of anticipated savings in the revenue budget to the Managing Change earmarked reserve and anticipated slippage of £180k in the 2017/18 Capital Programme.
- c) Noted the increase of £160k to the Capital Programme 2017/18 for a two storey extension at Lutterworth Station outlined at paragraph 5.3 of the report.
- d) Noted that the implications of any in-year variances will be considered as part of future budget strategy.

7. Performance Monitoring April – July 2017

The Assistant Chief Fire and Rescue Officer (ACFO) presented this report providing performance information for the period April – July 2017.

The Committee were content with the details discussed within the report.

RESOLVED:

The Committee noted the contents of the report.

8. Service Development Programme Update

The ACFO presented this report to the Committee to update on the progress to date in the delivery of the Service Development Programme taking into account any project developments during the period since March 2017.

RESOLVED:

The Committee noted the contents of the report.

9. After the Incident Survey Outcomes

The ACFO presented this report to update the Committee on the outcomes of the 2016/17 After the Incident Survey.

RESOLVED:

The Committee noted the information presented in the report.

10. Draft Annual Governance Statement 2016/17

The Treasurer presented the draft Annual Governance Statement (AGS) 2016/17 to the Committee.

RESOLVED:

The Committee recommended approval to the CFA on the Draft AGS 2016/17 and for its publication with the Statement of Accounts.

11. Head of Internal Audit Service Annual Report 2016/17

Neil Jones, Head of Internal Audit Service (HoIAS) Leicestershire County Council was welcomed to the meeting to present the HoIAS Annual Report 2016/17 for approval by the Committee.

RESOLVED:

The Committee approved the Annual Report.

12. Progress against the Internal Audit Plan 2017-18

Matt Davis, Internal Audit Manager, Leicestershire County Council was welcomed to the meeting to update the Committee on the progress made against the Internal Audit Plan 2016-17. The Committee were also informed of the appointment of an external auditor from 2018/19.

Due to the timing of this report and that the audit work is only just commencing it was felt important to keep this matter on the Agenda to comply with the good governance requirements but, that the information presented at this time be more reflective of an update of the audit plan, highlighting any significant changes.

RESOLVED:

The Committee noted the report.

13. Sickness Absence

Mark Andrew, (Head of HR, People and Organisational Development) presented this report to the Committee in respect of sickness absence within the Leicestershire Fire and Rescue Service (LFRS).

A detailed powerpoint presentation was also presented to the Committee.

RESOLVED

The Committee noted the contents of the report and the presentation delivered at the meeting.

13. Date of Next Meeting

The date of the next meeting was confirmed as 22nd November 2017.

13th September 2017
2:00pm – 3.28pm

CHAIR