

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, 14th September 2016.

PRESENT

Cllr H Bhavsar	Cllr K Bool
Mr T Kershaw CC	Mrs C Radford CC (Chair)
Mr R Shepherd CC	Cllr A Thalukdar

OFFICERS

Mr S Lunn	Chief Fire and Rescue Officer
Mr R Taylor	Assistant Chief Fire and Rescue Officer
Ms A Greenhill	Treasurer
Ms L Haslam	Monitoring Officer
Mrs J Green	Member Services Co-ordinator

IN ATTENDANCE

Mr N Jones	Internal Audit, Leicestershire County Council
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1. Apologies for absence

Apologies were received from Ms Betty Newton CC and Mr Michael Wyatt 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

The Chair recognised how, following the recent tragic loss of Crew Manager Paul Wilkens, the funeral had been so well organised and attended by a significant number of friends, work colleagues and local dignitaries in support of his family.

CFO Lunn confirmed it had been a difficult couple of weeks but added the continued support of his family and service staff remained a priority.

5. To confirm the Minutes of the Meeting of the Combined Fire Authority held on 23rd March 2016 as a correct record.

RESOLVED:

The minutes of the meeting of the Corporate Governance Committee on 23rd March 2016 were confirmed as a correct record.

6. Financial Monitoring to the end of July 2016

The Treasurer presented this report to the Committee. This being the first in the budget monitoring cycle and covered the revenue and capital budgets for the Financial Period 4, as at the end of July 2016.

RESOLVED:

The Committee:

- a) Noted the revenue and capital budget position as at the end of July 2016.
- b) Noted the addition of £275k to the 2016/17 Capital Programme for refurbishment work at Market Harborough and Lutterworth Stations, funded by the Management of Change reserve.
- c) Noted the addition of £350k to the 2016/17 Capital Programme for the Coalville Extension Project, funded by the Police.
- d) Noted that the implications of the in-year variances will be considered as part of future budget strategy.
- e) Noted the transfer of £305k of forecast revenue savings to the Management of Change reserve.
- f) Agreed to make any observations to the Chief Fire and Rescue Officer, Treasurer or the CFA.

7. Annual Performance 2015-16 and First Quarter 2016/17

The Chief Fire and Rescue Officer (CFO) presented this report providing performance information for the year 2015/16 and for the first quarter of 2016/17 to the Committee.

The Committee discussed the report in depth and noted concern at the rise in the number of primary fires specifically within prisons

RESOLVED:

The Committee requested that the CFO prepare a letter on behalf of the CFA that should be sent to all MPs in Leic/shire and Rutland re concerns about the dramatic increase in fires in prison establishments.

8. Annual Governance Statement 2015/16

The Treasurer presented the Annual Governance Statement (AGS) 2015/16 to the Committee for its approval for presentation at the Combined Fire Authority meeting on 29th September 2016

RESOLVED:

The Committee approved the AGS 2015/16 for presentation at the Combined Fire Authority meeting on 29th September 2016.

9. Annual Treasury Management Report 2015/16

The Treasurer presented the Committee with the Annual Treasury Management Report for 2015/16.

RESOLVED

The Committee noted the report.

10. Head of Internal Audit Service Annual Report 2015/16

Neil Jones, Head of Internal Audit Services (HoIAS), Leicestershire County Council, presented this report to the Committee seeking its approval for the Head of Internal Audit Service Annual Report 2015/16.

RESOLVED:

The Committee approved the Annual Report 2015/16.

11. Progress against the Internal Audit Report Update 2016/17

Neil Jones, (HoIAS) presented details of the progress made against the Internal Audit Plan for 2016/17 to the Committee.

RESOLVED:

The Committee recommends that the final audit report into Brigade Management's Conditions of Service, policies and procedures is presented in full to the next meeting of the CFA on 29th September 2016.

12. Date of Next Meeting

This was confirmed as **Wednesday** 23rd November 2016 at **2.00pm**.

14th September 2016
2:00pm – 2:48pm

CHAIR