

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, 23rd March 2016

PRESENT

Cllr D Bajaj	Cllr H Bhavsar
Cllr K Bool	Mr T Kershaw CC
Ms B Newton CC	Mrs C Radford CC (Chair)
Mr R Shepherd CC	Cllr A Thalukdar
Mr M Wyatt CC	

OFFICERS

Mr S Lunn	Deputy Chief Fire and Rescue Officer
Ms A Greenhill	Treasurer
Mr K Adatia	Deputy Monitoring Officer
Mrs J Green	Member Services Co-ordinator

IN ATTENDANCE

Mr N Jones	Internal Audit, Leicestershire County Council
Ms H Brookes	External Audit, KPMG

1. Apologies for absence

Apologies were received from Chief Fire and Rescue Officer (CFO) Richard Chandler.

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 welcomed Helen Brookes, External Audit, KPMG and Kamal Adatia, Deputy Monitoring Officer, Leicester City Council to the meeting.

5. Progress against the Internal Audit Plan 2015-16

Neil Jones, Head of Internal Audit, Leicestershire County Council was welcomed to the meeting to present an update report on the progress against the Internal Audit Plan for 2015-16.

RESOLVED:

The Committee noted the report and confirmed it would refer any observations to the CFA, CFO or Treasurer as it sees fit.

6. Internal Audit Annual Plan 2016-17

Neil Jones, Head of Internal Audit, Leicestershire County Council presented the Internal Audit Plan for 2016-17 to the Committee.

RESOLVED:

The Committee noted the report.

7. External Audit Plan

Helen Brookes, External Audit, KPMG presented the External Audit Plan 2015/16 to the Committee for its consideration.

RESOLVED:

The Committee noted the External Audit Plan for 2015/16.

8. Financial Monitoring Report to end January 2016

The Treasurer presented this report to the Committee which covers the revenue and capital budgets as at the end of January 2016 (Financial Period 10).

RESOLVED:

The Committee:

- a) Noted the revenue and capital budget position as at the end of January 2016.
- b) Noted the transfer of £0.1m of the revenue underspend to the management of change reserve, as set out in the approved budget strategy for 2016/17 to 2019/20.
- c) Noted the transfer of £0.5m of the revenue underspend to the Capital Fund.
- d) Noted that further adjustments arising from in-year variances will be considered in the year-end outturn report to be presented in the Summer.
- e) Agreed to make any observations to the CFO, Treasurer or the CFA.

9. Organisational Risk Register

The Deputy Chief Fire Officer (DCFO) presented the Organisational Risk Register (ORR) to the Committee which details the risks recorded and provided an update on the progress being made in respect of the management of risk within the Service.

RESOLVED:

The Committee noted the Organisational Risk Register.

10. Performance Report – Quarter 3 2015-16

The DCFO presented the quarterly performance information to the Committee for the period up to and including quarter 3 being April to December 2015.

RESOLVED:

The Committee noted the levels of performance to date as indicated in Appendix 1 to the report.

11. Date of Next Meeting

This was confirmed as **Wednesday** 14th September 2016 at 2:00pm

23 March 2016
14:00hrs – 15:00hrs

CHAIR