

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, 15th March 2017.

PRESENT

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| Cllr K Bool | Mr R Shepherd CC |
| Cllr M Chohan | Mrs C Radford CC |
| Mr T Kershaw CC | Cllr A Thalukdar |
| Ms B Newton CC | Mr M Wyatt CC |

OFFICERS

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| 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

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| Mr N Jones | Internal Audit Service, Leicestershire County Council |
| Mr M Davis | Internal Audit Service, Leicestershire County Council |
| Mr A Cardoza | External Audit, KPMG |

1. Apologies for absence

There were no apologies received.

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

Mr Andrew Cardoza, External Audit, KPMG declared an interest in Item 10, the Service Development Programme Update due to his role as External Auditor to EMAS.

3. Urgent Business

None.

4. Chair's Announcements

The Chair informed the Committee that the All Members Briefing held at Leicestershire County Council on Friday, 3rd March 2017 had offered an opportunity to receive an update on the work being undertaken by the Fire and Rescue Service. The information and demonstrations presented were well received. It was confirmed that a further All Member Briefing was to be arranged to take place towards the end of June 2017 at Leicester City Council.

The Chief Fire and Rescue Officer (CFO) provided an overview with regards to the firefighter recruitment campaign. He confirmed plans are going well, a number of "Have a go days" had been arranged and a list of dates and locations for these were circulated to the Committee for its information. A 2 minute promotional video was also shown.

5. To confirm the Minutes of the Meeting of the Corporate Governance Committee held on 23rd November 2016 as a correct record.

RESOLVED:

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

6. Financial Monitoring to the end of January 2017

The Treasurer presented this report to the Committee covering the revenue and capital budgets for the Financial Period 10, to the end of January 2017.

The Committee were informed that there were no issues to note and further additional savings continue to be made.

RESOLVED:

The Committee:

- a) Noted the revenue and capital budget position as at the end of January 2017.
- b) Noted that the implications of the in-year variances will be considered as part of future budget strategy 2017/18 to 2019/20.
- c) Noted the transfer of £68k of forecast revenue savings to the capital fund and £52k to the general fund.
- d) Noted the capital programme savings of £90k and slippage of £152k.

7. Performance Monitoring Report

Assistant Chief Fire and Rescue Officer (ACO) Rick Taylor presented this report providing performance information for the period April 2016 – January 2017.

The Committee were informed that sickness leave figures were showing a significant rise for both operation and support staff. These increases are being monitored and it was confirmed that further work would be undertaken in this matter a full report presented at the September meeting.

RESOLVED:

The Committee:

- a) Noted the contents of the report.
- b) Noted that a report on the level of Operational and Support Staff Sickness Leave would be presented to the September 2017 meeting.

8. Progress against the Internal Audit Plan 2016-17

Neil Jones, Head of Internal Audit Service (HoIAS) and Matt Davis, Internal Audit Manager, Leicestershire County Council were welcomed to the meeting to present this report on the progress made against the Internal Audit Plan 2016-17.

During a review of the progress report it was questioned why the final column entitled 'opinion' was marked 'not applicable' in some instances.

Matt Davis explained that it was due to one of three reasons, namely 1) the audit being deferred 2) it still being work in progress 3) it being an advisory/consulting piece of work as opposed to an assurance one.

Neil Jones further explained the definition of 'consulting' in this circumstance as being advisory work to ensure controls and efficiencies are embedded from the outset.

RESOLVED:

The Committee noted the report.

9. Internal Audit Charter

Neil Jones, HoIAS presented this report to inform the Committee of additions to the Public Sector Internal audit Standards (the PSIAS) and a revised CFA Internal Audit Charter which contains the additions to the PSIAS.

RESOLVED

The Committee recommended approval by the CFA of the revised Internal Audit Charter

10. Service Development Programme Update

ACO Rick Taylor presented this report informing the Committee of the progress made in the delivery of the Service Development Programme.

The Committee discussed the positive progress being made with regards to capturing equalities data. Further work is ongoing to ensure as much sensitive personal data as possible is captured.

RESOLVED

The Committee noted the contents of the report.

11. Internal Audit Plan 2017/18

Neil Jones, HoIAS presented the Committee with information pertaining to the

proposed Internal Audit Plan 2017/18.

The Committee were informed that information presented may change as we progress through the year.

RESOLVED

The Committee noted the contents of the report.

12. External Audit Plan 2016/17

Andrew Cardoza, Director KPMG, External Audit presented the External Audit Plan 2016/17 for consideration by the Committee.

The Committee were informed that the external audit team was unchanged from last year. The fee is also unchanged however, if it is anticipated that there is likely to be any additional charges, these will be discussed with the CFA Treasurer.

RESOLVED

The Committee noted the contents of the External Audit Plan 2016/17.

13. Date of Next Meeting

The date of the next meeting was confirmed as 13th September 2017.

**15th March 2017
2:00pm – 2:45pm**

CHAIR