

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 March 2018.

PRESENT

Cllr K Bool (Chair)	Ms B Newton CC
Cllr M Chohan	Mr J Poland CC
Mr D Harrison CC	Cllr A Thalukdar

OFFICERS

Mr R Taylor	Chief Fire and Rescue Officer
Mr A Brodie	Assistant Chief Fire and Rescue Officer
Mr R Hall	Assistant Chief Fire and Rescue Officer
Ms A Greenhill	Treasurer
Ms L Haslam	Monitoring Officer
Mrs J Green	PA to Senior Management Team

IN ATTENDANCE

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. Election of Chair

In the absence of Mr D Slater CC the Monitoring Officer invited nominations for the position of Chair for the meeting.

It was moved by Mr D Harrison CC and seconded by Ms B Newton CC that Cllr K Bool be elected Chair for the meeting.

There being no other nominations, the Monitoring Officer declared Cllr K Bool elected as Chair.

Cllr K Bool – in the Chair

2. Apologies for absence

Apologies were received from Mr D Slater CC and Cllr K Master.

The Chair welcomed to the meeting Mr A Cardoza, External Audit, KPMG and Mrs A Poole, Committee Services, Leicestershire County Council.

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

None.

4. Urgent Business

None.

5. Chair's Announcements

The Chair invited the Chief Fire and Rescue Officer (CFO) to update the Committee following the tragic event on Hinckley Road, Leicester. The CFO informed the Committee that the Service had received tremendous support following the incident including a letter of support and gratitude from Liz Kendall MP, who had met with Fire Control Operators and members of the crew who had been in attendance.

6. To confirm the Minutes of the Meeting of the Corporate Governance Committee held on 24th January 2018 as a correct record.

RESOLVED:

The minutes of the meeting of the Corporate Governance Committee on 24th January 2018 were confirmed as a correct record.

7. Financial Monitoring to the end of January 2018

The Treasurer presented this report to the Committee covering the revenue and capital budgets for the Financial Period 10, to the end of January 2018.

The Committee discussed the report in depth and were satisfied that there was no reason for concern.

The recommendations were moved and agreed.

RESOLVED:

The Committee:

- a) Noted the revenue and capital budget position as at the end of January 2018.
- b) Noted the transfer of £61k of anticipated savings in the revenue budget to the Estate Strategy earmarked reserve, and an addition of £237k to the Capital Programme, of which £235k is funded by the Police.
- c) Noted that the implications of in-year variances will be considered as part of future budget strategy.

8. Performance Monitoring Report

The CFO presented this report providing performance information for the

period April 2017 – January 2018.

The Committee acknowledged the work being undertaken to address Support staff sickness levels and were grateful for a better understanding of the information provided. They also recognised a better awareness of mental health issues and the progress of the work being done.

The recommendation was moved and agreed.

RESOLVED:

The Committee noted the contents of the report.

9. Service Development Programme Update

The CFO 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 January 2018.

The recommendation was moved and agreed.

RESOLVED:

The Committee noted the contents of the report.

10. Internal Audit Plan 2018-19 and External Assessment of the Internal Audit Service

Neil Jones, Head of Internal Audit Service and Matt Davis, Internal Audit Service, Leicestershire County Council were welcomed to the meeting and presented this report to provide the Committee with an opportunity to review the Internal Audit Plan 2018-19 and to inform it that Leicestershire County Council's Internal Audit Service are to receive an external assessment.

The Committee were assured all processes were on track to deliver on schedule and no issues were raised at this time.

The recommendation was moved and agreed.

RESOLVED:

The Committee noted the information presented in the report.

11. External Audit Plan 2017/18

Andrew Cardoza, External Auditors, KPMG presented its Audit Plan for 2017/18 to the Committee for its consideration.

The recommendation was moved and agreed.

RESOLVED:

The Committee noted the External Audit Plan for 2017/18.

12. Emergency Service Network (ESN)

The CFO presented the report to the Committee which provided a general

overview of the Emergency Services Network (ESN) Project.

The recommendation was moved and agreed.

RESOLVED:

The Committee noted the contents of the report.

13. Tax Compliance Review

The Treasurer presented the report to inform the Committee of the outcomes following an independent external tax compliance review.

The recommendation was moved and agreed.

RESOLVED:

The Committee noted the report and associated recommendations.

14. Organisational Risk Register

Mr Stuart Brewer, Corporate Risk and Resilience was welcomed to the meeting to inform the Committee of the progress made in the management of "Organisational Risk" through the Organisational Risk Register (ORR).

A Powerpoint Presentation was provided to enhance the information detailed in the report.

The recommendations were moved and agreed.

RESOLVED:

The Committee:

- a) Noted the content of the ORR and improvements made in process and procedure.
- b) Noted the revised Organisational Risk Policy.

15. Date of Next Meeting

The date of the next meeting was confirmed as 18th July 2018.

**14 March 2018
2:00pm – 3:02pm**

CHAIR