

# 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, 22<sup>nd</sup> November 2017.**

### **PRESENT**

Cllr S Barton	Mrs L Richardson CC
Cllr K Bool (Chair)	Mrs B Seaton CC
Mr D Harrison 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 Service, Leicestershire County Council
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#### **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 Cllr A Thalukdar 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 Cllr M Chohan, Mr J Poland CC and Mr D Slater CC.

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

None.

**4. Urgent Business**

None.

**5. Chair's Announcements**

None.

**6. To confirm the Minutes of the Meeting of the Corporate Governance Committee held on 13<sup>th</sup> September 2017 as a correct record.**

**RESOLVED:**

The minutes of the meeting of the Corporate Governance Committee on 13<sup>th</sup> September 2017 were confirmed as a correct record.

**7. Financial Monitoring to the end of October 2017**

The Treasurer presented this report to the Committee covering the revenue and capital budgets for the Financial Period 7, to the end of October 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 October 2017.
- b) Noted the transfer of £19k of anticipated savings in the revenue budget to the Managing Change earmarked reserve, the transfer of £350k additional Government 'new dimension' grant to the Capital Fund earmarked reserve and the net additional requirement of £20k on the Capital Programme to be funded by revenue contribution.
- c) Noted that the implications of in-year variances will be considered as part of future budget strategy.

**8. Performance Monitoring Report**

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

The report was discussed in detail and the Committee were content with the information presented.

**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 September 2017. The CFO confirmed that he was content with the current position outlined in this update report.

**RESOLVED:**

The Committee noted the contents of the report.

**10. Progress against the Internal Audit Plan 2017-18**

Neil Jones, Head of Internal Audit, Leicestershire County Council presented this report to update the Committee on the progress against the Internal Audit Plan for 2017-18.

**RESOLVED:**

The Committee noted the information presented in the report.

**11. Organisational Risk Register**

The CFO presented this report to inform the Committee of the risks that are recorded in our Organisational Risk Register (ORR) and to further inform of the progress being made in respect of the management of risk within the Service.

The Committee discussed the information presented in depth.

**RESOLVED:**

The Committee:

- a) Noted the content of the report and the improvements made in the process and procedure.
- b) Authorised the CFO to discuss Service concerns with the Chair and Vice Chair of the CFA.

**12. Date of Next Meeting**

The date of the next meeting was confirmed as 24<sup>th</sup> January 2017.

**22 November 2017  
2:00pm – 3.14pm**

**CHAIR**