

# **ESSEX FIRE AUTHORITY**

## **Essex County Fire & Rescue Service**



### **Audit, Governance and Review Committee Agenda**

<b>14:00</b>	<b>Wednesday, 15 July 2015</b>	<b>Fire HQ, Kelvedon Park,</b>
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**Quorum: one third of the Committee's membership (5)**

#### **Membership**

Councillor John Knapman  
Councillor Alan Bayley  
Councillor Graham Butland  
Councillor Mark Coxshall  
Councillor Michael Danvers  
Councillor Carlo Guglielmi  
Councillor Ivan Henderson  
Councillor Paul Honeywood  
Councillor Michael Hoy  
Councillor Maggie McEwen  
Councillor James Moyies  
Councillor Colin Seagers  
Councillor Anne Turrell  
Councillor Julian Ware-Lane  
Councillor Andy Wood

Chairman

**For information about the meeting please ask for:  
Judith Dignum (Committee Services Manager, Essex County Council)  
03330134579 / [judith.dignum@essex.gov.uk](mailto:judith.dignum@essex.gov.uk)**

## **Essex Fire Authority and Committees Information**

Meetings of the Authority and its committees are open to the press and public, although they can be excluded if confidential information is likely to be considered.

Meetings are held at Essex County Fire and Rescue Service Headquarters, Kelvedon Park, Rivenhall, Witham, CM8 3HB. A map can be found on the Essex County Fire and Rescue Service's website ([www.essex-fire.gov.uk](http://www.essex-fire.gov.uk)); from the Home Page, click on 'Contact Us'.

There is ramped access to the building for wheelchair users and people with mobility disabilities.

Please report to Reception when you arrive. The meeting rooms are located on the ground and first floors of the building and are accessible by lift where required.

If you have a need for documents in an alternative format, in alternative languages or in easy read please contact the Committee Services Manager (contact details on the front page) before the meeting takes place. If you have specific access requirements please inform the Committee Services Manager before the meeting takes place.

The agenda is also available on the Essex County Fire and Rescue Service website, ([www.essex-fire.gov.uk](http://www.essex-fire.gov.uk)). From the Home Page, click on 'Essex Fire Authority', then scroll down the page and select the relevant documents.

## **Part 1**

(During consideration of these items the meeting is likely to be open to the press and public)

### **Pages**

#### **1 Apologies for Absence**

#### **2 Minutes**

**7 - 12**

To approve as a correct record the minutes of the last meeting of the Committee held on 22 April 2015

#### **3 Declarations of Interest**

To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct

### **Decision Items**

#### **4 Audit Recommendation – Report on Progress Against Action Plans**

**13 - 22**

4 To consider report EFA/056/15 by the Finance Director and Treasurer

#### **5 Audit Reports July 2015**

**23 - 68**

To consider report EFA/057/15 by the Finance Director and Treasurer

#### **6 Annual Internal Audit Report**

**69 - 80**

To consider report EFA/058/15 by the Finance Director and Treasurer

#### **7 Annual Review of Governance Statement**

**81 - 96**

To consider report EFA/059/15 by the Finance Director and Treasurer

#### **8 Dates and Times of Future Meetings**

**97 - 98**

To consider report EFA/060/15 by the Committee Services Manager.

### **Information Items**

#### **9 Budget Review May 2015**

**99 - 104**

To consider report EFA/061/15 by the Finance Director and Treasurer

- |           |                                                                                                                                                                                                             |                  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>10</b> | <b>Treasury Management Report Outturn 2014-15</b><br>To consider report EFA/062/15 by the Finance Director and Treasurer                                                                                    | <b>105 - 114</b> |
| <b>11</b> | <b>Organisational Performance Report June 2014 to May 2015</b><br>To consider report EFA/063/15 by the Director of HR and Organisational Development                                                        | <b>115 - 120</b> |
| <b>12</b> | <b>Pension Governance and Administration</b><br>To consider report EFA/064/15 by the Director of HR and Organisational Development                                                                          | <b>121 - 130</b> |
| <b>13</b> | <b>Programme 2020 - Update Report</b><br>To consider report EFA/065/15 by the Acting Chief Fire Officer                                                                                                     | <b>131 - 134</b> |
| <b>14</b> | <b>Date of Next Meeting</b><br>To note that the next meeting of the Committee will take place on Wednesday 7 October 2015 at 10am or 2pm, subject to the outcome of discussion on the previous agenda item. |                  |
| <b>15</b> | <b>Urgent Business</b><br>To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.           |                  |

### **Exempt Items**

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

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**Urgent Exempt Business**

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.