

ESSEX FIRE AUTHORITY

Essex County Fire & Rescue Service



Audit, Governance and Review Committee Agenda

10:00	Wednesday, 19 April 2017	Kelvedon HQ,
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Quorum: one third of the Committee's membership (5)

Membership

Councillor John Knapman
Councillor Anne Turrell
Councillor Dave Blackwell
Councillor Ivan Henderson
Councillor Paul Honeywood
Councillor Michael Hoy
Councillor Norman Hume
Councillor Jamie Huntman
Councillor Maggie McEwen
Councillor Valerie Metcalfe
Councillor Colin Seagers
Councillor Julian Ware-Lane
Councillor Aaron Watkins
Councillor Andy Wood
Councillor Ron Woodley

Chairman
Vice-Chairman

**For information about the meeting please ask for:
Fiona Lancaster (Committee Officer, Essex County Council)
033301 34573 / fiona.lancaster@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); 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). 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

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| 1 | Apologies for Absence | |
| 2 | Declarations of Interest
To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct. | |
| 3 | Minutes
To approve as a correct record the minutes of the last meeting of the Committee held on 18 January 2017. | 7 - 16 |

Decision Items

- | | | |
|----------|---|------------------|
| 4 | Annual Review of the Governance Statement
To consider report EFA/056/17 by the Finance Director and Treasurer. | 17 - 30 |
| 5 | Budget Review February 2017
To consider report EFA/057/17 by the Finance Director and Treasurer. | 31 - 38 |
| 6 | Audit Recommendation - Report on Progress Against Action Plans
To consider report EFA/058/17 by the Finance Director and Treasurer. | 39 - 46 |
| 7 | Audit Reports
To consider report EFA/059/17 by the Finance Director and Treasurer. | 47 - 160 |
| 8 | Internal Audit Progress Report
To consider report EFA/060/17 by the Finance Director and Treasurer. | 161 - 192 |
| 9 | Internal Audit Plan 2017/18
To consider report EFA/061/17 by the Finance Director and Treasurer. | 193 - 214 |

10	Audit Plan 2016-17 To consider report EFA/062/17 by the Finance Director and Treasurer.	215 - 234
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11	Accidental Dwelling Fires To receive a presentation from James Taylor, Assistant Divisional Officer, Essex County Fire and Rescue Service.	
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Information Items

12	Quarterly Performance Report - Quarter 3 2016/17 To note report EFA/063/17 by the Director of Transformation.	235 - 266
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13	Programme 2020 - Highlight Report To note report EFA/064/17 by the Acting Chief Fire Officer.	267 - 270
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14	External Quality Assessment To note report EFA/065/17 by the Director of Transformation.	271 - 292
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15	Date of Next Meeting To note that the next meeting of the Committee will take place on Wednesday 12 July 2017 at 10.00 am.	
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16	Urgent Business 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.	
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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.