

ESSEX FIRE AUTHORITY

Essex County Fire & Rescue Service



Audit, Governance and Review Committee Agenda

14:00	Wednesday, 22 April 2015	Fire HQ,
--------------	-------------------------------------	-----------------

Quorum: one third of the Committee's membership (5)

Membership

Councillor John Knapman
Councillor Barry Aspinell
Councillor Alan Bayley
Councillor Graham Butland
Councillor Michael Danvers
Councillor Andrew Erskine
Councillor Carlo Guglielmi
Councillor Ivan Henderson
Councillor Paul Honeywood
Councillor Michael Hoy
Councillor Tom Kelly
Councillor Maggie McEwen
Councillor Colin Seagers
Councillor Peter Wexham
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**

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

1 Apologies for Absence

2 Minutes

5 - 12

To approve as a correct record the minutes of the last meeting of the Committee held on 21 January 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 Recommendations

13 - 20

To consider report EFA/036/15 by the Finance Director and Treasurer.

5 Audit Reports

21 - 70

To consider report EFA/037/15 by the Finance Director and Treasurer.

6 Internal Audit Progress Report April 2015

71 - 76

To consider report EFA/038/15 by the Finance Director and Treasurer.

7 Internal Audit Plan 2015/16

77 - 98

To consider report EFA/039/15 by the Finance Director and Treasurer.

8 External Audit Plan 2014/15

99 - 120

To consider report EFA/040/15 by the Finance Director and Treasurer.

Information Items

9 The Audit Commission's Closure - An Overview

121 - 124

To consider report EFA/041/15 by the Acting Chief Fire Officer and the Finance Director and Treasurer.

- | | | |
|-----------|---|------------------|
| 10 | Organisational Performance Reporting
To consider report EFA/042/15 by the Director of Human Resources and Organisational Development. | 125 - 126 |
| 11 | Electronic Rota Book
To consider report EFA/043/15 by the Director of Human Resources and Organisational Development. | 127 - 130 |
| 12 | Date of Next Meeting
To note that the next meeting of the Committee will take place on Wednesday 15 July 2015 at 2.00pm. | |
| 13 | 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. | |

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.

- | | |
|-----------|---|
| 14 | 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. |
|-----------|---|