

ESSEX FIRE AUTHORITY

Essex County Fire & Rescue Service



Audit, Governance and Review Committee Agenda

10:00	Wednesday, 20 April 2016	Kelvedon HQ,
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Quorum: one third of the Committee's membership (5)

Membership

Councillor John Knapman
Councillor Susan Barker
Councillor Alan Bayley
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:
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

- | | | |
|----------|--|---------------|
| 1 | Apologies for Absence | |
| 2 | Minutes
To approve as a correct record the minutes of the last meeting of the Committee held on 20 January 2016. | 7 - 14 |
| 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 | Governance Audit Report
To consider report EFA/056/16 by the Acting Chief Fire Officer. | 15 - 32 |
| 5 | Appointment of Auditors - 2018
To consider report EFA/057/16 by the Finance Director and Treasurer. | 33 - 38 |
| 6 | Annual Review of the Governance Statement
To consider report EFA/058/16 by the Finance Director and Treasurer. | 39 - 52 |

Information Items

- | | | |
|----------|---|------------------|
| 7 | Audit Recommendation - Report on Progress Against Action Plans
To receive report EFA/059/16 by the Finance Director and Treasurer. | 53 - 64 |
| 8 | Audit Reports
To note report EFA/060/16 by the Finance Director and Treasurer, and the accompanying appendices. | 65 - 156 |
| 9 | Internal Audit Progress Report
To note report EFA/061/16 provided by RSM UK on progress against the 2015/16 internal audit action plan. | 157 - 164 |

10	Programme 2020 - Progress Report To note report EFA/062/16 by the Acting Chief Fire Officer.	165 - 168
11	Budget Review - January 2016 To note report EFA/063/16 by the Finance Director and Treasurer.	169 - 176
12	Organisational Performance Report To note report EFA/064/16 by the Performance Improvement Manager, and the accompanying appendix.	177 - 214
13	National Fraud Initiative To note report EFA/065/16 by the Finance Director and Treasurer.	215 - 218
14	Portfolio Management Office Progress Reporting To note report EFA/066/16 by the Performance Improvement Manager.	219 - 222
15	Audit Plan 2015-16 To note report EFA/067/16 provided by Ernst & Young LLP.	223 - 240
16	Date of Next Meeting To note that the next meeting of the Committee will take place on Wednesday 13 July 2016 at 10.00 am.	
17	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.

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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.