

# **ESSEX FIRE AUTHORITY**

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



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

<b>14:00</b>	<b>Wednesday, 21 January 2015</b>	<b>Fire HQ,</b>
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**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](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 Services 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 accessible by lift and are located on the first floor of the building.

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 I

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

		Pages
1	<b>Apologies and Substitution Notices</b> The Clerk to report receipt (if any)	
2	<b>Declarations of Interest</b> To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
3	<b>Minutes</b> To approve as a correct record the minutes of the meeting held on 8 October 2014.	5 - 10
4	<b>Internal Audit Progress Report</b> To consider a report by the Finance Director and Treasurer (EFA/005/15)	11 - 16
5	<b>Audit Recommendation Report on Progress Against Action Plans</b> To consider a report by the Finance Director and Treasurer (EFA/006/15).	17 - 24
6	<b>Audit Reports</b> To consider a report by the Finance Director and Treasurer (EFA/007/15).	25 - 58
7	<b>Organisational Performance Report</b> To consider a report by the Director of Human Resources and Workforce Development (EFA/008/15).	59 - 66
8	<b>Budget Review November 2014</b> To consider a report by the Finance Director and Treasurer (EFA/009/15).	67 - 74
9	<b>Draft Budget for 2015-16</b> To consider a report by the Finance Director and Treasurer (EFA/010/15).	75 - 96
10	<b>Treasury Management Strategy Mid-Year Report</b> To consider a report by the Finance Director and Treasurer (EFA/011/15).	97 - 108

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| <b>11</b> | <b>Business Continuity</b><br>To receive a report by the Finance Director and Treasurer (EFA/012/15).   | <b>109 - 114</b> |
| <b>12</b> | <b>Pension Governance</b><br>To consider a report by the Director of Human Resources and Workforce Development (EFA/013/15).  | <b>115 - 122</b> |
| <b>13</b> | <b>Date of Next Meeting</b><br>To note that the next meeting of the Committee will take place on Wednesday 22 April at 2.00pm.  |                  |
| <b>14</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. |                  |

## **Part II**

### **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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| <b>15</b> | <b>Urgent Exempt Business</b><br>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. |
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