

# WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

## MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON 14 SEPTEMBER 2012

Present: Councillors B Selby (in the chair), V Binney, J Dodds (as substitute for Councillor A Wainwright), R Grahame (as substitute for Councillor S Hamilton), D Gray and A Wallis

In attendance:

Paul Lundy	Audit Commission
Graham Kettles	Audit Commission
Simon Straker	Internal Audit

Apologies: Councillors S Hamilton and A Wainwright

### 1 MINUTES OF THE LAST MEETING

#### RESOLVED

That the Minutes of the meeting held on 28 June 2012 be signed by the Chair as a correct record.

### 2 URGENT ITEMS

None

### 3 EXCLUSION OF THE PUBLIC – SECTION 100A, LOCAL GOVERNMENT ACT 1972

That the public and press be excluded from the meeting during consideration of the item of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public and press were present during this item, there would be disclosure to them of exempt information of the description specified.

TITLE OF REPORT	MINUTE NUMBER	Description of exempt information by reference to the paragraph number in Schedule 12A of the Local Government Act 1972
Risk Management and Business Continuity	10	Paragraph 3 – financial or business affairs

#### **4 DISCLOSURES OF INTEREST**

There were no disclosures of interest in any matter under discussion at the meeting.

#### **5 INTERNAL AUDIT QUARTERLY REVIEW**

The Chief Finance Officer submitted a report which provided a summary and reported findings of the audit activity for the period April to August 2012.

It was reported that eight audits had been completed – four of which had provided substantial assurance, three adequate assurance and one limited assurance and also referred to the progress which had been made in two unplanned pieces of work. The report gave further coverage of two areas which had been requested by the Authority's Management Board;

- Control collaboration project
- National Fraud initiative

#### **RESOLVED**

That the report be noted.

#### **6 ANNUAL GOVERNANCE REPORT AND VALUE FOR MONEY CONCLUSION ON 2011 – 2012 ACCOUNTS**

Consideration was given to a report of the Chief Finance Officer which presented the Annual Governance report prepared by the Audit Commission following the audit of the Fire Authority 2011 – 12 Statement of Accounts.

It was reported that there had been no significant findings from the audit and that confirmation had been received of an unqualified conclusion stating that the Authority had proper arrangements to secure economy, efficiency and effectiveness in the use of its resources.

#### **RESOLVED**

- (i) That the report be noted; and
- (ii) That the draft letter of representation be approved and signed by the Chair of the Audit Committee.

#### **7 OPERATIONAL ASSESSMENT IMPROVEMENT PLAN UPDATE**

The Chief Finance Officer presented a report that provided Members with an update on the progress against the Operational Assessment Improvement Plan following participation in the pilot peer challenge in February 2012.

Of the 18 original improvement areas identified in the initial report one had been completed and the remaining issues were all on track for completion.

## **RESOLVED**

That the progress against the Operational Assessment Improvement Plan be noted.

## **8 PERFORMANCE MANAGEMENT ACTIVITY REPORT**

The Director of Corporate Resources submitted a report which informed Members where key targets were not being achieved or where West Yorkshire had the poorest performance in any given area when compared with all seven metropolitan Fire and Rescue Authorities.

It was reported that there were two indicators that had not achieved their target during the period and a full breakdown was available in the report. One related to call handling times and had been discussed at the full Authority meeting held on 7 September. New processes and procedures had been adopted to extract more information from callers with a view to improving prioritisation and categorisation of incidents. This had had a negative impact on the average call handling times and the associated target which was deemed no longer appropriate.

Members also discussed the SD3 indicator which related to dwelling fire related injuries and were advised that the performance to 31 May 2012 may have been due a change in internal guidelines which directed the recording of such incidents. Overall SD3 had shown an improvement over the previous 12-month period.

More discussions were held related to;

- Sprinklers in schools, and
- Environmental methane leakage

## **RESOLVED**

- (i) That the report be noted; and
- (ii) That OI12 (call handling times) be removed from the Performance Management and Activity report pending the introduction of the new Mobilising and Communications System in 2014.

## **9 STATEMENT OF ACCOUNTS 2011 - 12**

As part of the audit process, the Chief Finance Officer presented the accounts for approval following the completion of the audit and receipt of the Annual Governance report.

It was reported to the meeting that any queries on the accounts raised by the Auditor in June 2012 had since been reflected in the current statement of accounts 2011 – 12.

**RESOLVED**

That the Statement of Accounts 2011 – 12 be approved. #

**10 RISK AND BUSINESS CONTINUITY**

(This item was considered as exempt information under Schedule 12A (3) of the Local Government Act 1972 – business or financial affairs)

Consideration was given to a report of the Director of Corporate Resources which advised of the work undertaken to ensure effective delivery of the Business Continuity arrangements. The process had been informed by the content of the Risk Management matrix attached as an annex to the report now submitted.

**RESOLVED**

- (i) That the report be noted; and
- (ii) That the current Risk Management Matrix be approved as detailed in the report now submitted.

Chair