

# **WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

## **MEETING OF THE AUDIT COMMITTEE TO BE HELD ON FRIDAY 19 MARCH 2010 AT 10.30 A.M. IN THE CONFERENCE ROOM, FIRE SERVICE HEADQUARTERS, BIRKENSHAW**

### **AGENDA**

1. Minutes of meeting held on 22 January 2010 (p 1)
2. Urgent items
3. Admission of the Public :  
The Committee is asked to consider whether, by resolution, to exclude the public from the meeting during the items of business marked with an 'E' reference, because of the possibility of the disclosure of exempt information.
4. Declarations of interest  
  
To consider any Declaration of Interest in relation to any item of business on the agenda.
5. Draft Internal Audit Plan 2010 / 2011 (p 7)
6. Comprehensive Area Assessment - Update (p 13 )
7. Improvement Plan (p 16)
8. Performance Management Activity report ( p 30)
9. Audit Quarterly update (p 38)

# WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

## MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON 19 MARCH 2010

Present: Councillor V Binney (in the chair), A Castle, M Coulson (as substitute for Councillor Hardwick), D Gray, M Khan and D O'Neill

In attendance : Councillor D Ridgway  
Councillor P Booth  
Mr M Wilkinson - Standards Committee chair  
Paul Lundy - Audit Commission  
Graham Kettles - Audit Commission  
Simon Straker - Internal Audit

### 39 MINUTES OF THE LAST MEETING

#### RESOLVED

That the Minutes of the meeting held on 22 January 2010 be signed by the Chair as a correct record.

### 40 URGENT ITEMS

None.

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

#### RESOLVED

That the public and press be excluded from the meeting during consideration of part 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 descriptions specified.

AGENDA ITEM NO.	TITLE OF REPORT	MINUTE NUMBER	Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972
E9	Internal audit quarterly report (Annex B)	47	Paragraph 3 – financial or business affairs

## **42 DISCLOSURES OF INTEREST**

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

## **43 DRAFT INTERNAL AUDIT PLAN 2010 / 2011**

Consideration was given to a report of the Chief Finance Officer which presented details of the draft internal audit plan for 2010 / 2011.

It was reported that there were no proposed changes following consideration of the plan by the Authority's Management Board on 18 March although it had been raised by Members during the course of the "Protecting the Public Purse" governance training immediately prior to the meeting, that the Plan should include reference to counter-fraud and corruption arrangements.

Comment was made on the change in emphasis of the audit strategy towards business risk and control and some discussion took place about the various different elements of the Plan, with specific reference made to the following;

- Safety Central
- Mobile communications
- Supply chain – failure of major suppliers

## **RESOLVED**

- (i) That, subject to an amendment to 50 of the number of days allocated to Business Risk and Controls, the report be noted; and
- (ii) That the Plan be further amended to include the audit of systems and procedures relating to counter-fraud and corruption.

## **44 COMPREHENSIVE AREA ASSESSMENT – UPDATE**

The Director of Corporate Resources and Director of Operations submitted a joint report which updated Members on the progress of the Comprehensive Area Assessment (CAA) process for 2010.

A revised paper had been circulated at the meeting which set out comparative organisational assessment figures for Lancashire Fire and Rescue Authority who were the only Fire and Rescue Authority to achieve higher performance than West Yorkshire.

Members were advised of the remaining CAA assessment dates as follows;

- Use of resources – ongoing, feedback due mid-April 2010
- Managing performance – April / June
- Operational assessment – February 2011

Specific reference was made by Members to the comments about the young firefighters' scheme – the aim of which was to target disaffected young people and those who demonstrated elements of anti-social behaviour.

## **RESOLVED**

- (i) That the report be noted; and
- (ii) That Officers be thanked for their work and commitment to the Comprehensive Area Assessment process; and
- (iii) That an in-depth report be submitted to a meeting of the full Authority advising of the progress, selection processes and detail of the Young Firefighters' schemes operating across West Yorkshire.

## **45 IMPROVEMENT PLAN 2010**

Consideration was given to a report of the Director of Corporate Resources which provided Members with the revised Improvement Plan 2010 incorporating all areas for improvement following the Audit Commission's Comprehensive Area Assessment report.

Members discussed the following elements;

- Regional Management Board procurement issues
- Re-advertisement for appointment of Deputy Finance Manager

## **RESOLVED**

- (i) That the revised Improvement Plan 2010 be noted; and
- (ii) That the Improvement Plan be amended to include more clarity and specific deadlines for action to be taken in each identified area within the Plan.

## **46 PERFORMANCE MANAGEMENT ACTIVITY REPORT**

The Director of Corporate Resources submitted a report informing Members of the Authority's performance against key indicators and of its performance in comparison with other Metropolitan Fire and Rescue authorities. The report referred specifically to those areas where the Authority was not achieving its targets as follows;

- Capital payments

Members discussed the action plans for addressing the capital payments issue and were advised that capital budgets would be devolved down to Directorates when it was anticipated that there would be increased engagement and monitoring.

## **RESOLVED**

That the report be noted.

**47 QUARTERLY REVIEW – INTERNAL AUDIT - SUMMARY**

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

Consideration was given to a report of the Chief Finance Officer which advised of progress in the process of internal audit with detailed explanation of action taken on the audits ranked as providing limited assurance as follows;

- Hydrant repair charges

**RESOLVED**

That the report be noted.

Chair