

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON 27 JUNE 2013

Present: Councillors J Dodds (in the chair), P Harrand, A Wainwright and A Wallis

In attendance:

Graham Kettles	KPMG
P Lundy	KPMG
Simon Straker	Internal Audit

27 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the meeting held on 19 April 2013 be signed by the Chair as a correct record.

28 URGENT ITEMS

None

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

There were no items which required the exclusion of the public and press.

30 DISCLOSURES OF INTEREST

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

31 INTERNAL AUDIT ANNUAL REPORT 2012 - 13

Consideration was given to a report of the Chief Finance Officer which sought Members' endorsement of the conclusion as to the effectiveness of the system of internal audit and which asked Members to note the audit opinion on risk management and the internal control environment during 2012 / 13.

Audit work in 2012 / 13 had provided assurance that the Authority had a sound and robust internal control environment and there were no new items of significance to be considered for inclusion in the Annual Governance Statement.

Members sought clarification about the following;

- performance indicators for the internal audit process
- how detailed audit reviews on management risks were initially reported
- the revised approach to be adopted by KPMG (external auditors)
- frequency of payroll audits

It was also reported that the introduction of the SAP system at Kirklees MC would now be completed in November 2013 followed by a phasing-in process for payroll implementation. Members were further advised that no increase in internal audit fees were foreseen in the short term.

RESOLVED

- (i) That endorsement be given to the Chief Finance Officer's conclusion as to the effectiveness of the system of internal audit; and
- (ii) That the audit opinion on risk management arrangements and the internal control environment, providing assurance to the process of compiling the Annual Governance Statement (Min no. 34 refers) be noted.

32 ANNUAL GOVERNANCE STATEMENT

The Chief Fire Officer and Chief Executive submitted a report which sought approval of the Annual Governance Statement for inclusion in the 2012 / 13 statement of accounts.

The paper related to the overall governance of the Authority and presented the following significant governance issues;

- loss of grant
- delivery of Integrated Risk Management Plan
- impact of the fundamental review
- changes to employee pension schemes
- changes to senior management structure

RESOLVED

That the Annual Governance Statement be approved for inclusion in the Statement of Accounts 2012 / 13.

33 STATEMENT OF ACCOUNTS 2012 - 13

The Chief Finance Officer presented a detailed report covering;

- the revenue and capital outturn for 2012 – 13
- the formal statement of accounts for 2012 – 13
- the Treasury Management report for 2012 – 13, and
- Members' allowances outturn for 2012 – 13

Members were advised that there had been an underspend of £2.4m against the approved budget.

It was reported that the capital outturn for the year had been £7.08m (61.1% of the revised capital plan) which could largely be directly linked to difficulties the Authority had had in the purchase of land for five new fire stations.

With regard to the statement of accounts, Members were informed that the formal statement would be presented to the September meeting of this Committee for approval once the audit had been completed. In terms of treasury management, the Chief Finance Officer reported that all activity had been within the approved treasury management strategy placing emphasis on the security of the Authority's assets.

RESOLVED

- (i) That the revenue and capital outturn for 2012 / 13 be noted;
- (ii) That the Statement of Accounts for 2012 / 13 be noted;
- (iii) That the Treasury Management report for 2012 / 13 be noted; and
- (iv) That the report on Members' Allowances for 2012 / 13 be noted.

34 PERFORMANCE INDICATORS OUTTURN 2012 - 13

The Director of Corporate Resources submitted a report which informed Members of the Authority's performance indicators outturn figures for 2012 – 13.

Members were advised that over 90% of indicators were either at or above target or had no target set. There were no performance indicators that were not achieving their target. It was reported that an error had been made in the recording of the outturn for indicator CH5c (Total Injuries – Major) – there had been 5 incidents of this type of injury during the course of 2012 0 13 and not 6 as recorded in the report.

RESOLVED

That the report be noted.

Chair