

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MEETING OF THE AUDIT COMMITTEE TO BE HELD ON FRIDAY 23 OCTOBER 2009 AT 10.30 A.M. IN THE CONFERENCE ROOM, FIRE SERVICE HEADQUARTERS, BIRKENSHAW

AGENDA

1. Minutes of meeting held on 18 September 2009 (pp 1 - 5)
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.

Items for Noting

5. Partnership Policy – Internal Audit report (pp 8 - 14)
6. Performance Management (pp 15 - 24)
7. Local Area Agreements (LAA) - update (pp 25 - 33)
8. Yorkshire and Humberside Fire and Rescue Authorities' Regional Management Board (RMB) achievements to date (pp 34 - 41)

Items for Decision

9. Improvement Plan (pp 42 - 51)
- E10. Risk Management Matrix – annual update (pp 52 – 54)

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON 23 OCTOBER 2009

Present: Councillor V Binney (in the chair), A Castle, T Hardwick, J Dodds (as substitute for Councillor Khan) and B Smith

Apologies : Councillor M Khan

In attendance : Councillor David Ridgway
Mr M Wilkinson - Standards Committee chair
Paul Lundy - Audit Commission
Simon Straker - Internal Audit

17 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the meeting held on 18 September 2009 be signed by the Chair as a correct record.

18 URGENT ITEMS

None.

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

RESOLVED

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 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 |
|-----------------|---------------------------------|---------------|---|
| E10 | Risk Management Matrix – update | | Paragraph 3 – financial or business affairs |

20 DISCLOSURES OF INTEREST

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

21 PARTNERSHIP POLICY – INTERNAL AUDIT REPORT

The Director of Fire Safety and Community Relations submitted a report which provided an update on the recent internal partnerships audit undertaken by Kirklees Council.

Members were advised that the audit had focussed on the Authority's approach to partnerships as well as an evaluation of controls to address key risks. Details of the recommended actions were attached as an annex to the report now submitted and covered the following issues;

- Immediate review of policy
- Processes for assessment of partners ie those which were key to the Fire Service
- Awareness raising
- Application of appropriate policies to all Authority partnerships
- Accurate and timely information
- Completion of formal agreements
- Risk assessments (as part of annual review process)
- Compilation of business cases for formal approval (higher risk and complex partnerships)
- Expansion of Partnership register to include details of lead partner organisations

RESOLVED

- (i) That the report be noted; and
- (ii) That the Standards Committee be invited to review the partnerships toolkit.

22 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.

RESOLVED

That the report be noted.

23 LOCAL AREA AGREEMENTS (LAA) - UPDATE

The Director of Fire Safety and Community Relations submitted a report which updated members on District performance against core national fire and road safety indicators and which presented results for the first five months of the 2009 / 10 fiscal year.

Performance was broadly on track with the exception of the arson target in Kirklees. It was reported however that the refuse strike in Leeds too may affect the District's quarterly arson targets.

RESOLVED

That the report be noted.

24 YORKSHIRE AND HUMBERSIDE FIRE AND RESCUE AUTHORITIES' REGIONAL MANAGEMENT BOARD (RMB) ACHIEVEMENTS TO DATE

Consideration was given to a report of the Director of Corporate Resources which set out the progress and achievements made to date by the Yorkshire and Humberside Fire and Rescue Authorities' Regional Management Board (RMB) since its inception in April 2004. A copy of the Resilience update was circulated to Members at the meeting.

RESOLVED

That the report be noted.

25 IMPROVEMENT PLAN 2009

Consideration was given to a report of the Director of Corporate Resources which provided Members with the revised Improvement Plan 2009 which incorporated the areas for improvement following the Audit Commission's Performance Framework 2008 reports.

RESOLVED

That the revised Improvement Plan 2009 be noted.

26 RISK MANAGEMENT MATRIX – ANNUAL UPDATE

(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 Director of Corporate Resources which sought approval of the updated Risk Management Matrix.

RESOLVED

- (i) That the Risk Management Matrix (as attached as an annex to the report now submitted) be approved; and
- (ii) That future versions of the Risk Management Matrix include an illustration of the direction of travel / change in priority order of the identified risks.

Chair