

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON 4 FEBRUARY 2011

Present: Councillors T Austin (in the chair), D Gray, P Hammond (as substitute for P Booth), M Jamil, M Khan and D Ridgway

Apologies: Councillors P Booth, J Illingworth

In attendance: Mr M Wilkinson - Standards Committee chair
Graham Kettles - Audit Commission
Simon Straker - Internal Audit

18 MINUTES OF THE LAST MEETING

The Senior Corporate Resource Manager gave Members clarification on Item 9 School Fire Safety Visits – Annual Survey. The respondent who was not entirely satisfied with the arrangements for the visits was identified and it was explained that this was in fact a mistake on the teacher's part and the form had been completed incorrectly. The school had no issues to address.

RESOLVED

That the Minutes of the meeting held on 10 September 2010 be signed by the Chair as a correct record.

19 URGENT ITEMS

None.

20 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

E17	Risk Management and Business continuity	17	Paragraph 3 – financial or business affairs
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21 DISCLOSURES OF INTEREST

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

22 ANNUAL AUDIT LETTER

The District Audit Manager gave Members a brief summary of the Annual Audit letter for the financial year 2009/2010. The report summarised his findings from the 2009/10 audit and comprised two elements:

- The audit of financial statements; and
- An assessment of WYFRA's arrangements to achieve value for money in use of its resources.

RESOLVED

- That the report be noted; and
- Members consider recommendations which may be included.

23 EXTERNAL AUDIT ARRANGEMENTS

The District Audit Manager presented three reports from the Audit Commission on the arrangements for the audit of accounts 2011/2011.

RESOLVED

24 QUARTERLY REVIEW - INTERNAL AUDIT SUMMARY

Consideration was given to a report of the Chief Finance Officer which advised of the progress made by internal audit from April – August 2010.

RESOLVED

25 PERFORMANCE INDICATORS OUTTURN FIGURES

The Director of Corporate Resources submitted a report which informed Members of the Authority's performance indicator outturn figures for 2009 / 10.

RESOLVED

That the report be noted.

26 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.

27 IMPROVEMENT PLAN 2010

Consideration was given to a report of the Director of Corporate Resources which updated Members on the progress made to date on the Authority's Improvement Plan.

It was reported that significant progress had been made in the majority of areas.

RESOLVED

That the report be noted.

E28 RISK MANAGEMENT AND BUSINESS CONTINUITY

(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 review of Risk Management and Business Continuity arrangements within the Authority.

RESOLVED

- That the report is noted; and
- Members approve the recommendations within the report.

Chair