



# Minutes

## Audit Committee

---

Date: 18 October 2019

Time: 10.30 am

Venue: Fire and Rescue Headquarters, Birkenshaw

---

Present: Councillor R Grahame (in the Chair), R Downes, P Harrand and K Renshaw

In Attendance: P Hewitson – Deloitte (external audit)  
C Jamieson – Deloitte (external audit)  
S Straker – Kirklees MC (internal audit)

Apologies: Councillor G Almas

---

### **11 Minutes of the last meeting**

#### **RESOLVED**

That the Minutes of the meeting held on 26 July 2019 be signed by the Chair as a correct record.

### **12 Matters arising**

There were no matters arising from the previous Minutes.

### **13 Urgent items**

None.

### **14 Admission of the public**

#### **RESOLVED**

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

AGENDA ITEM NO.	TITLE OF REPORT	MINUTE NUBMER	Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972
E12	Risk Management and Business Continuity annual report	22	Paragraph 3 – financial and business affairs

## 15 Declarations of interest

There were no declarations of disclosable pecuniary interest made in any matter under consideration at the meeting.

## 16 Internal Audit quarterly review

The Chief Finance and Procurement Officer submitted a report which presented the internal audit activity for the period July to September 2019.

Members were advised that five audit plans had been completed and two remained outstanding. From the five completed audits it was reported that the Bank Reconciliation audit (key financial systems) had been completed with substantial assurance and, at the Chair's request, full detail of that audit had been circulated to Members in advance of the meeting.

It was further reported that reassurance had been provided that, whilst the current audit programme was behind schedule, work on the audit plan would be completed within the financial year.

### RESOLVED

That the report be noted.

## 17 ICT strategy programme review

Consideration was given to a report of the Director of Service Support which provided a review of the third year of the ICT strategy programme.

It was reported that the strategy had been revised and a new version had been approved by the Finance and Resources Committee at its October 2019 meeting. Project updates for the new strategy would be reported to the Full Authority as part of the programme of change report.

Members were advised that work on the following projects was in progress;

- HR & rostering
- Sharepoint upgrade

- Protection and risk information database
- Voice over internet telephony protocol
- Vehicle CCTV
- Tranman fleet management system
- Hydrant management, and
- Rich media management solution

## **RESOLVED**

That the report be noted.

## **18 Abridged performance management report**

The Chief Legal and Governance Officer submitted a report which advised Members of the performance against key performance indicators where targets were not being achieved as follows;

- Actual rescues
- Accidental dwelling fire deaths
- Fire-related deaths

A copy of updated figures to date had been circulated at the meeting.

In response to a comment about the reduction in arson figures, Members were advised that the peak the previous year was due in a large part to the moorland fires and environmental factors.

As advised at the previous meeting, no formal record was reported on issues related to the Regulation of Investigatory Powers Act (RIPA) 2000, as this was no longer a statutory requirement of Fire and Rescue Services.

## **RESOLVED**

That the report be noted.

## **19 Service assurance update**

Members received a report of the Director of Service Support which provided an overview of progress with the following;

- Service assurance
- Operational assurance framework, and
- Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services

## **RESOLVED**

That the report be noted.

## **20 External audit action plan**

The Chief Finance and Procurement Officer submitted a report which presented the recommendations and action plan consequent upon the external audit of the Statement of Accounts 2018 – 19.

Members were advised that the ISA 260 report had been submitted to the July meeting of this Committee and the current report set out a detailed action plan which had been implemented to address the recommendations therein.

It was reported to Members that there would be an additional £15,000 charge for the external audit of the Statement of Accounts 2018 – 19 in addition to the previously agreed £27,782 fee.

### **RESOLVED**

- a) That the report be noted, and
- b) That future external audit action plan reports be made available to Members at the earliest opportunity after the 31 July statutory deadline for submission of the Statement of Accounts.

## **21 Annual Audit Letter 2018 – 19**

Consideration was given to the content of the Annual Audit Letter 2018 – 19 provided by Deloitte, the external auditors.

### **RESOLVED**

That the report be noted.

## **22 Risk Management and Business Continuity annual report**

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

Members received a report of the Chief Legal and Governance Officer which advised of the arrangements and work undertaken to ensure the effective delivery of the risk and business continuity policies during 2018 – 19 and in the current municipal year to date together with detail of the Risk Management Matrix.

### **RESOLVED**

- a) That the report be noted; and
- b) That the current Risk Management Matrix be approved.

Chair