

GOVERNANCE COMMITTEE – 25 November 2011
APPENDIX 3

INTERNAL AND EXTERNAL AUDIT RECOMMENDATIONS – GLOSSARY OF TERMS

Page + Ref Numbers	Audit Title	Term *	Definition
APPENDIX 1 –			
Page 1 Q22	Red Book Compliance – Fraud and Corruption 2010-11	Red Book Compliance	This refers to an assessment undertaken of the Service’s compliance with guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), titled ‘Managing the risk of fraud – actions to counter fraud and corruption’ known as the ‘Red Book 2’. This guidance sets out the action needed for an organisation to be effective in countering fraud and corruption.
APPENDIX 2 –			
Page 1 3.26	Property Management 2010-11	CIPFA	The Chartered Institute of Public Finance and Accountancy is the professional body for people in public finance.
Page 3 3.5	SAP Access 2010-11	SAP	The IT system that the Service uses for administering key functions such as the main accounting system, payroll, and training systems.
Page 7 3.28	Training Centre 2009-10	Personal Development Review	The Personal Development review is an annual process undertaken on a one to one basis between staff and their line manager to provide staff the opportunity to identify training and development needs within their individual service role and beyond. Its purpose has several strands: <ul style="list-style-type: none"> • To support the Service Plan through the development and performance of its staff. • To improve communication throughout the organisation and help create a positive, supportive and innovative workforce. • Enable the planning and provision of training and development to meet the Service Plan • Promote our Core Values

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Page 9 3.8	Retained Firefighter Claims 2009-10	FireWatch	FireWatch is an integrated management solution for the Fire and Rescue Service. (For further details – see report to Finance & General Purposes Committee – 28 October 2010)
Page 9 3.8	Retained Firefighter Claims 2009-10	Human Resources – Workforce Support	This team is responsible for the administration of starters and leavers; salaries, allowances and pensions; job descriptions and evaluation, and sickness administration.

* These terms may appear more than once in both Appendix 1 and Appendix 2 – but we list above states the first time this term is used in the appendices.