

INTERNAL AUDIT RECOMMENDATIONS – GLOSSARY OF TERMS

Page Number	Audit Title	Term	Definition
Page 1	Revenue Contracts	Contract Standing Orders	Contract Standing Orders set out the administrative procedure that must be followed in seeking tenders and letting contracts for the supply of services and works.
Page 1	Revenue Contracts	Service Orders	Hampshire Fire and Rescue Service policies and procedures.
Page 2	Taxation – benefits in kind	Flexible Duty System	Officers at the level of station manager, group manager and area manager work what is known as the Flexible Duty System. These are managers who respond to larger incidents to provide incident command and specialist roles.
Page 4	Budgetary control	Scheme of delegation	The Scheme deals with the levels of responsibility and accountability of the officers named in specified areas of control.
Page 4	Budgetary control	Financial Regulations	<p>Financial regulations are the framework within which the financial affairs of the Authority operate, and apply to all the Authority's activities. The regulations identify responsibilities in full, but from a commonsense point of view can be summarised as follows:</p> <ul style="list-style-type: none"> • Major financial decisions, including setting the annual budget, must be taken by members as advised by the Treasurer. • The Authority encourages the Chief Officer and his staff to take as much day-to-day responsibility for financial management of the service as possible within the agreed budget. • The Treasurer (for financial matters) and the Clerk (for legal matters) have statutory responsibilities and should be consulted on significant issues or where members or officers have any doubt about the correctness of a possible action. • Spending must be regularly monitored to ensure that it stays within approved budgets.

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			<ul style="list-style-type: none"> Members, as advised by the Treasurer, Clerk and Chief Officer, are responsible for identifying significant risks to the Authority and for putting in place a strategy to deal with them. Payments, including to employees, can only be made through arrangements approved by the Treasurer and within detailed procedures laid down. All partnership arrangements must take account of appropriate financial and legal matters.
Page 7	Sustainability	Moodle	Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment – an e-learning software platform, also known as a Virtual Learning Environment (VLE).
Page 11	Training Centre	FireWatch programme	FireWatch is an integrated computer application to help us manage our people and other resources more effectively and is one of the Service's 'invest to save' projects. Once fully implemented, it will help us to maximise the use of our firefighters, other staff and our physical assets, allowing us to work in a smarter and more joined-up way.
Page 17	Safeguarding	Safeguarding	Due to the nature of the community based work of Hampshire Fire and Rescue Service (HFRS), it is recognised that our personnel will encounter situations where they come into contact with a variety of vulnerable people each presenting with different welfare needs. As an organisation we have a legal responsibility to actively safeguard all parties involved.
Page 17	Safeguarding	Common assessment framework (CAF)	Common Assessment Framework – this is a nationally standardised approach to conducting an assessment of the needs of a child or young person and deciding how they should be met. Assessments are carried out by practitioners working with children, young people and families, whether in statutory, community or voluntary sectors. These services include the following - Health, Schools, Education, Connexions, Child Care, Early Years, Social Care, Police, and Youth Justice.

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Page 18	Safeguarding	Firesetters Intervention programme	The Hampshire Fire and Rescue Service, Firesetter Intervention Programme has been in existence since 1995. Its inception came about after a number of fire service personnel recognised the importance of addressing firesetting behaviour amongst children and young people. The programme has developed over the years from an 'ad-hoc' firesetter intervention service to the present format that is now recognised by HFRS as being a 'core activity' delivered by the Firesetter Intervention Team.