

## INTERNAL AUDIT MANAGEMENT ACTIONS – GLOSSARY OF TERMS

Page Number	Audit Title	Term	Definition
SMT	Service Management Team	HCC	Hampshire County Council
Page 1	Revenue Contracts	Service Orders	Hampshire Fire and Rescue Service policies and procedures.
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	Joint working	The Joint Working in Hampshire programme is being undertaken to identify opportunities for improving support services, secure efficiencies and improve the resilience for Hampshire Fire and Rescue Service, Hampshire Constabulary and Hampshire County Council, whilst protecting our frontline services.
Page 2	Taxation – benefits in kind	Flexible duty system (FDS)	Officers work a 48 hour week made up of managerial and standby hours.
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	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.

Page 5	Programme and project management	Programme and project management	Like many organisations, HFRS continues to go through times of great change. The way we manage change is by the use of Project and Programme Management.
Page 9	Programme and project management	I Drive / Hantsfile	The I Drive is a drive on the main server to which the majority of documents are currently stored.  Hantsfile (currently used by HCC) is a software package which we will be introducing to provide a single, efficient, effective, secure and flexible approach to managing electronic documents and records.
Page 10	Overtime and Travel & Subsistence	Routine Notice	Routine notices are issued weekly for circulating general information of official interest.
Page 13	Sustainability	Carbon Management Programme	An action plan for reducing our carbon footprint.
Page 14 Page 21	Sustainability Training Centre	Moodle	Modular Object-Oriented Dynamic Learning Environment – an e-learning software platform, also known as a Virtual Learning Environment (VLE).
Page 17	Mobile data terminals	Mobile data terminals	The introduction of the FireLink communications network in 2009 provided Mobile Data Terminals (MDT) in the appliance cab. MDTs are the means of delivering information to the incident concerning, for instance, buildings, vehicles, water supplies, map of area and risk area definition.
Page 20	FireWatch	FireWatch	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 27	Hampshire Safeguarding Children Board	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, Youth Justice.
Page 27	Hampshire Safeguarding Children Board	Firesetter	The 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’.
Page 28	Hampshire Safeguarding Children Board	Young Firefighters Associations (YFA)	The objective of the YFA is the formation and maintenance of a uniformed youth organisation closely associated with the fire service in the Hampshire area. Membership is offered to young people who might not normally have the opportunity to join a uniformed youth organisation, especially members of ethnic minority communities and young people with physical disabilities or learning difficulties.  There are currently two branches of the YFA running within Hampshire. These are at Ringwood and Basingstoke.
Page 29	Hampshire Safeguarding Children Board	Personal development review (PDR)	A PDR is an instrument for enabling an individual and HFRS to: plan, implement and record development activity, measure performance (operational staff); and audit personal development and competence.
Page 30	Hampshire Safeguarding Children Board	Safetynet	A data sharing system.