

## INTERNAL AUDIT RECOMMENDATIONS – GLOSSARY OF TERMS

Page Number	Audit Title	Term	Definition
Page 2	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 2	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"> <li>• Major financial decisions, including setting the annual budget, must be taken by members as advised by the Treasurer.</li> <li>• 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.</li> <li>• 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.</li> <li>• Spending must be regularly monitored to ensure that it stays within approved budgets.</li> </ul>

## INTERNAL AUDIT RECOMMENDATIONS – GLOSSARY OF TERMS

Page Number	Audit Title	Term	Definition
			<ul style="list-style-type: none"> <li>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.</li> <li>Payments, including to employees, can only be made through arrangements approved by the Treasurer and within detailed procedures laid down.</li> <li>All partnership arrangements must take account of appropriate financial and legal matters.</li> </ul>
Page 4	Programme and Project Management	Hantsfile	A software package that will be introduced across the Service to provide a single, secure and flexible document management store.
Page 8	Training Centre	Moodle	Modular Object-Oriented Dynamic Learning Environment – an e-learning software platform, also known as a Virtual Learning Environment (VLE).
Page 9	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 11	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.

## INTERNAL AUDIT RECOMMENDATIONS – GLOSSARY OF TERMS

Page Number	Audit Title	Term	Definition
Page 12	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.
Page 15	Fleet Maintenance Centre	Tranman	Tranman is the Management Information System used by the Fleet Maintenance Department.
Page 19	Data Quality	CFRMIS	Community Fire Risk Management Information System used to record risk information.
Page 25	Proactive Fraud	Procurement cards	Credit cards given to specific members of departments to enable the purchase of goods.
Page 27	Networked Control	Sharepoint	An electronic system used to share and organise documents.