

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY STANDARDS
AND GOVERNANCE COMMITTEE held at Hampshire Fire
and Rescue Service Headquarters, Eastleigh
on 22 September 2015**

The Chairman announced that the press and members of the public were permitted to film and broadcast the meeting. Those remaining at the meeting were consenting to being filmed and recorded, and to the possible use of those images and recording for broadcasting purposes.

PRESENT:

Councillors:

p	Graham Burgess	p	Robin McIntosh (Chairman)
p	Chris Carter	p	Sharon Mintoff
p	David Fuller	p	Phil Smith
a	David Harrison	p	Mark Staplehurst
p	Geoff Hockley (Vice Chairman)		

104 APOLOGIES

Apologies were received from Councillor David Harrison.

105 DISCLOSURES OF INTEREST

Members were mindful of their duty to disclose at the meeting any disclosable pecuniary interest they had in any matter on the agenda for the meeting, where that interest was not already entered in the Authority's register of interests, and their ability to disclose any other personal interests in any such matter that they might have wished to disclose.

There were no declarations of interest received for the meeting.

106 MINUTES AND MATTERS ARISING

The Minutes from the meeting on the 18 June 2015 were agreed to be correct and signed by the Chairman.

107 CHAIRMAN'S ANNOUNCEMENTS

The Chairman explained the role he was currently playing in providing a Member view on the audit process and on the leadership and corporate strategy through a series of informal interviews.

108 DEPUTATIONS

There were no deputations received for the meeting.

109 HEALTH AND SAFETY ANNUAL REPORT

The Committee received a report from the Chief Officer regarding the Health and Safety annual report and progress made to improve and develop health and Safety arrangements within the Service (Item 6 in the Minute Book).

Existing health and safety arrangements were outlined to Members who noted that a Health and Safety Committee continually monitored SHEFF (Safety, Health, Environment, Fire and Facilities), to identify potential hazards before they arose. The development of an electronic accident management system and a mobile phone application for officers to report events such as near misses were highlighted.

The Statement of Intent (appendix A) was considered, and no changes were made to this. The Directorate Structure (appendix B) and the Health and Safety meeting structure were also noted. Members acknowledged the good progress made to improve Health and Safety arrangements.

Members requested that a glossary of acronyms be included at the back of future reports for ease of reference.

RESOLVED:

That the Standards and Governance Committee approve the Health and Safety Annual Report for the year 2014/15.

110 PROGRESS REPORT ON THE IMPLEMENTATION OF INTERNAL AUDIT MANAGEMENT ACTIONS

The Committee received a report from the Chief Officer regarding audit action reports and progress made towards the implementation of recommendations (Item 7 in the Minute Book).

The Assurance and Information Compliance Officer introduced the report, highlighting a number of areas that were now complete and updating Members on the progress of others. The nature of training provision available through the Project Management office was detailed to the Committee.

RESOLVED:

That the Standards and Governance Committee note the report and the progress made towards the implementation of the internal audit management actions as detailed in Appendix 1 of the report.

111 INTERNAL AUDIT PROGRESS REPORT 2015/16

The Committee received a report from the Chief Internal Auditor in relation to work completed and an overview of live audit reports (Item 8 in the Minute

Book).

Members noted that there had been high levels of audit activity involving considerable officer resource during this period. The Committee heard that discussions between senior officers and the internal audit team regarding the impact of shared services were underway and the outcome of this would be reflected in future plans.

RESOLVED

That the Standards and Governance Committee note the progress of internal audit work for the period ending 24 August 2015.

112 INTERNAL AUDIT ANNUAL REPORT AND OPINION 2014/15

The Committee received a report from the Chief Internal Auditor regarding their opinion on the adequacy and effectiveness of the Authority's framework of risk management, internal control and governance for the year ending 31 March 2015 (Item 9 in the Minute Book).

The Chief Internal Auditor highlighted the report and the key observations of the Service during this period, including the overall opinion of the Authority's framework of governance, risk management and management control, drawing together internal findings. Members were content that opinion concluded that overall there were no major weaknesses in the processes reviewed.

RESOLVED

That the Standards and Governance Committee accepts the Chief Internal Auditor's annual report and opinion statement for 2014/15.

113 ANNUAL GOVERNANCE STATEMENT 2014/15

The Committee received a report from the Chief Officer summarising the Authority's corporate governance arrangements (Item 10 in the Minute Book).

The report was outlined to Members who noted the actions taken to improve governance arrangements, and heard that no significant governance issues had been identified.

Members heard that the Authority's approach to whistleblowing would be refreshed and an updated policy would be published in due course, with a view to this being reviewed annually.

The format of the report was discussed and Members noted that this would be revised before it was next brought to the Committee.

RESOLVED

That the Annual Governance Statement 2014/15 (set out as Appendix 1 to the

report) be approved for inclusion in the Annual Statement of Accounts for 2014/15 and recommended to the Chairman of the Fire Authority and Chief Officer for signature.

114 DRAFT STATEMENT OF ACCOUNTS 2014/15

The Committee received a report from the Chief Finance Officer regarding the Statement of Accounts for 2014/15 (Item 11 in the Minute Book).

The Chief Finance Officer took the Committee through the report highlighting the position of capital and revenue budgets.

A number of minor amendments to the Statement of Accounts, in particular to the detail of the core financial statement were presented to Members, along with the Independent Auditor's report to Hampshire Fire and Rescue Authority and a Letter of Representation from the Chairman of the Standards and Governance Committee relating to the Audit for the year ended 31 March 2015.

The amendments to the Statement of Accounts and Letter of Representation were considered by the Committee, alongside the substantive report.

Members welcomed the report and were supportive of the financial position. The Chairman of The Authority, who was in attendance spoke to thank the audit team for their hard work on behalf of Hampshire Fire and Rescue Authority.

RESOLVED

That the Standards and Governance Committee:

- a) Approve the Statement of Accounts for 2014/15.
- b) Delegate authority to the Chief Finance Officer to approve any minor amendments to the Statement of Accounts.

115 AUDIT RESULTS REPORT

The Committee received a report from the External Auditor in relation to the External Auditor's Audit results report for the year ended 31 March 2015 (Item 12 in the Minute Book).

The External Auditor took the Committee through the report and the Committee were content with the findings of the External Auditor.

RESOLVED

That the Standards and Governance Committee receive and note the work of the External Auditors and accept the Annual Audit results.