

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY STANDARDS
AND GOVERNANCE COMMITTEE held at Hampshire Fire
and Rescue Service Headquarters, Eastleigh
on 7 April 2016**

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
p	David Harrison	p	Mark Staplehurst
p	Geoff Hockley (Vice Chairman)		

127 APOLOGIES

No apologies were received.

128 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.

129 MINUTES AND MATTERS ARISING

The Minutes from the meeting on the 17 December 2015 were agreed to be correct and signed by the Chairman.

130 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Cllr Phil Smith for his dedication and contributions to HFRA.

131 DEPUTATIONS

There were no deputations received for the meeting.

132 EMERGENCY SERVICES DUTY TO COLLABORATE

The Committee received a report from the Chief Officer regarding an update to recent changes to the Government Department responsible for HFRS and the legislation (Item 6 in the Minute Book).

It was noted that the proposed changes were anticipated to be implemented in early 2017. There were still many unknowns, but Members would be kept up to date with any progress made.

In reference to paragraph 4.3 of the report and local cases being made, it was explained that the Police and Crime Commissioner would be required to liaise with the Chief Officer and Chief Officer.

RESOLVED:

The Standards and Governance Committee noted the report.

133 ANTI THEFT, FRAUD AND CORRUPTION STRATEGY

The Committee received a report from the Chief Finance Officer (Item 7 in the Minute Book), regarding changes to the Anti Theft, Fraud and Corruption Strategy. The updates are predominantly around roles and restructures but also incorporate Chartered Institute of Public Finance and Accountancy (CIPFA) guidance.

Committee agreed that in Section 7 of the strategy, officers should consider adding reference to a press release being issued confirming details of a case once it had been resolved to act as a deterrent.

RESOLVED:

The Standards and Governance Committee approved the amendments to the Anti Theft, Fraud and Corruption Strategy.

134 HEALTH AND SAFETY “STATEMENT OF INTENT”

The Committee received a report from the Chief Officer (Item 8 in the Minute Book) regarding the Statement of Intent following an annual review.

Committee queried the Statement and who it should be signed by. It was agreed that this would be revised and then brought back to a future meeting.

RESOLVED:

The Standards and Governance Committee agreed that the Statement of Intent would be deferred and brought back to a future meeting

135 INTERNAL AUDIT PACK

The Committee received pack of papers from the Chief Officer and Chief Internal Auditor regarding Internal Audit (Item 9 in the Minute Book) and the reports were summarised.

Several updates were provided at the meeting regarding 9D:

- Page 2: 'Initial relaunch of the current HFRS Project Management Methodology...' This was confirmed as being complete and the manager was in post as of March 2016.
- Page 3: 'Full review and relaunch of the training...' This was completed as of March 2016
- Page 4: 'Partnerships Policy to be updated...' This was confirmed as being extended until the end of September 2016
- Page 5: 'Produce a documented transition...' This would come back to the June S&G meeting whilst monitoring by the new manager continued.
- Page 14: 'Develop new induction...' This had been completed and was working effectively.
- Page 16: 'Undertake a review of Service...' This had been extended to the 1 May 2016 to allow the final stages of the review to be completed.
- Page 17: 'Review first aid risk assessments...' This had been completed in all areas.
Pages 20 and 21: All areas had been completed apart from 'Review & update the HFRS Data protection...', which had been extended to the 30 June 2016.
- Page 23: All areas were on track for completion. 'Safeguarding Prevention Bulletin...' had been completed and published in December 2015.

In 9G it was agreed that on Page 6, the third paragraph that referred to access to records would be revised to end with "...where appropriate".

In 9I, where there was reference to property management, the note relating to HCC schools was not relevant to HFRA. It was also confirmed that IT was audited as part of the HCC internal audit plan.

Any IT applications under the direct control of the HFRA are included in the HFRA internal audit plan shown at 9H. No coverage is planned for 2016/17 due to the ongoing changes in this area.

RESOLVED

The Standards and Governance Committee:

- a) (9) Noted the progress made towards the implementation of the internal audit 2015/16;
- b) (9A and B) Noted the progress of internal audit work for the period ending 4 March 2016;
- c) (9C) Noted the report and the progress made towards the

implementation of the internal audit management actions detailed in 9D;
and
d) (9F, G and H) Approved the Internal Audit Charter for Hampshire Fire
and Rescue Authority and the internal audit plan 2016/17

136 FILMING AND BROADCASTING OF FIRE AUTHORITY MEETINGS

The Committee received a report from the Clerk regarding filming and broadcasting HFRA meetings (Item 10 in the Minute Book).

Members acknowledged that members of the public rarely came along to Sub Committee meetings, but the live streaming of the Full Authority meeting had been very successful. Whilst a useful reference, it was agreed that the Minutes of a meeting were the formal record and therefore the recording of the Sub Committee meetings was not necessary, but may be considered in the future if a controversial item were to be brought forward, or a member of the public or press turned up to film the meeting.

RESOLVED

The Standards and Governance Committee:

- a) Reviewed the Authority's Protocol on filming, photographing and audio-recording of Authority meetings held in public, based on their experiences of the application of the Protocol as identified in section 3 of the report.
- b) Agreed to **RECOMMEND** to the Full Authority that
 - 1) The recording of Sub Committee meetings be ceased and only used where it was felt necessary by the Chairman of the meeting; and
 - 2) The Full Authority meetings would continue to be streamed live onto the web, following a successful trial at the February 2016 meeting.
 - 3) The current protocol be revised to reflect any agreed changes.