

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY STANDARDS
AND GOVERNANCE COMMITTEE held at Hampshire Fire
and Rescue Service Headquarters, Eastleigh
on 15 September 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	a	Robin McIntosh (Chairman)
p	Chris Carter	p	Sharon Mintoff
p	David Fuller	p	Mark Staplehurst
p	David Harrison	p	Matthew Winnington
p	Geoff Hockley (Vice Chairman)		

[Councillor Hockley in the Chair]

148 APOLOGIES

Apologies were received from Councillor McIntosh.

149 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.

150 MINUTES AND MATTERS ARISING

The Minutes from the meeting on the 14 June 2016 were agreed to be correct and signed by the Vice-Chairman.

151 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements for this meeting.

152 DEPUTATIONS

There were no deputations received for the meeting.

153 DRAFT STATEMENT OF ACCOUNTS

The Chairman agreed to amend the order of the agenda and the Committee received a report from the Chief Finance Officer (Item 9 in the Minute Book) regarding the draft Statement of Accounts for 2015/16.

The Statement of Accounts was presented to the Committee as the final version. Members reacted positively to the inclusion of the narrative statement as a foreword, which greatly assisted in the understanding of the accounts as well as providing an overall financial position of the Authority.

RESOLVED:

That the Statement of Accounts for 2015/16 be approved and signed by the Vice Chairman.

That the Chief Finance Officer be given delegated authority to approve any minor amendments to the Statement of Accounts if required.

154 ANNUAL AUDIT RESULTS REPORT 2015/16

The Committee received a report from the Chief Finance Officer (Item 6 in the Minute Book), which introduced the External Auditor's Audit Results report of the financial statements of Hampshire Fire and Rescue Authority for the year ended 31 March 2016. The Committee also received a copy of the Letter of Representation from the Chief Finance Officer relating to the Audit for the year ended 31 March 2016 which was considered alongside the substantive report.

The External Auditor took the Committee through the report and confirmed that there were no outstanding issues and that they were content with the financial statements of the Authority. It was highlighted that following a new requirement in 2015/16, the draft set of accounts were published in advance of the audit, and these had been available on the HFRA website since the end of June.

The Committee noted the findings of the External Auditor, and wished to record their thanks to the External Auditors team for their report and also the Finance team for producing the statement of accounts.

Members were content with the Letter of Representation, and the Vice-Chairman signed this on behalf of the Committee.

RESOLVED:

That the Committee receives the External Auditor's HFRA Audit Results Report for 2015/16.

155 AMENDMENTS TO THE TERMS OF REFERENCE FOR THE FIREFIGHTERS' PENSION BOARD

The Committee received a report from the Clerk (Item 7 in the Minute Book) regarding minor updates to the Terms of Reference of the Firefighters' Pension Board, on the basis of the experience of the first year of the Board's establishment.

The report was introduced and it was heard that to allow for flexibility in appointing the most appropriate Chairman/Vice-Chairman for the Board, it was proposed that the Terms of Reference be amended to remove the requirement for alternation between employer and scheme representatives on an annual basis. The Committee noted the amended wording as set out paragraph 3.4 of the appended appendix.

RESOLVED:

That the Committee agrees the amendments to the Firefighters' Pension Board Terms of Reference as set out in appendix 1 of the report.

156 INDEPENDENT PERSON TO HAMPSHIRE FIRE AND RESCUE AUTHORITY

The Committee received a report from the Clerk regarding the possibility of a shared Independent Person provision with other relevant local authorities (Item 8 in the Minute Book).

The report was introduced and the background to the creation of the position of "Independent Person" to the Authority, and its role was explained to the Committee.

A discussion ensued around the timescales of the recruitment of an Independent Person(s), and it was highlighted that approval to commence the recruitment process would ensure that an Independent Person(s) would be recruited from June 2017, with the appointment being made at a meeting of the Full Authority. Members agreed to the proposals and were supportive of the possible shared Independent Person provision with other relevant local authorities.

RESOLVED

- i. That Standards and Governance Committee delegate authority to the Clerk, in consultation with the Chairman of the Committee to explore opportunities for shared Independent Person provision with other relevant local authorities. Should a suitable opportunity arise, for the Clerk, in consultation with the Chairman, to take necessary actions with regards to joint advertising and facilitating Member involvement in selection, to recruit Independent Person(s) from June 2017 for appointment at a meeting of the Full Authority.

- ii. With regards to the outcome (above), should a suitable opportunity not arise, the Standards and Governance Committee agree that a further report be presented to it at its meeting in December 2016 providing details of a recruitment process to be followed by the Authority, to facilitate the recruitment and appointment of an Independent Person(s).

157 HEALTH AND SAFETY ANNUAL REPORT

The Committee received a report from the Chief Officer regarding the performance and current status of Hampshire Fire and Rescue Service's Health and Safety Management System (HSMS) for the period 1 April 2015 to 31 March 2016 (Item 10 in the Minute Book).

The Health and Safety Manager introduced the report and it was noted that the report provided a mechanism of assurance on the HSMS. Attention was drawn to the Management of Health and Safety at Work Regulations which were achieved using the Plan, Do, Check, Act (PDCA) cycle. The importance of ensuring the effectiveness of management systems currently in place was discussed.

Questions were raised in relation to "near miss" reporting, and the importance of documenting these in reducing the risk of accidents occurring in the future was emphasised. A discussion ensued around cultural change, and the importance of training events and briefing sessions to help promote self awareness in reporting risks and accidents was highlighted. The implementation of a new online Accident Management System (AMS) was brought to Members attention, and it was confirmed that this was due to go live later in the year.

Member's attention was also drawn to the comparison table on page 8 of the report, detailing injury frequency rates for HFRS and other regional Fire and Rescue Services. Members asked questions relating to the statistics and noted that officers would be looking to refine future reporting of key performance indicators.

To assist with understanding of future reports, Members requested the inclusion of an explanation of any acronyms used.

RESOLVED

The Committee approve the Health and Safety Annual report for the year 2016 and endorse the actions being taken to address areas identified for improvement.

158 INTERNAL AUDIT PACK

The Committee received a report from the Chief Officer and Chief internal Auditor regarding the progress made towards the implementation of the internal audit 2015/16 (Item 11 in the Minute Book).

The reports set out in appendices A to D were presented to the Committee. In particular the significance of the internal auditor's opinion was explained and Members heard that the framework of control continued to be adequate.

The overview of internal audit work completed in accordance with the approved audit plan and the overview of the status of 'live' reports was highlighted. It was explained that the audit plan would be reviewed in light of the introduction of Shared Services, which wouldn't result in significant changes to this year's plan, but would take effect thereafter.

Members discussed the implementation of internal audit management actions as set out in Appendix C. In relation to the Firewatch Management Information and Access Controls 2014/15 action, it was heard that the target date for some of the actions within this has been extended. Members noted resource challenges with the implementation of the new control system as part of the Shared Services project, and it was heard that resources from other areas had to be diverted to achieve this as a priority. Members were reassured that the new target date for Firewatch would be achieved.

RESOLVED

The Standards and Governance Committee:

- Note the progress made towards the implementation of the internal audit 2015/16.
- Note the progress of internal audit work for the period ending 31 July 2016.
- Note the report and progress made towards the implementation of the internal audit management actions detailed in Appendix 1 of the report.