

## INTERNAL AUDIT RECOMMENDATIONS – GLOSSARY OF TERMS

Page + Ref Numbers	Audit Title	Term *	Definition
<b>APPENDIX 1 –</b>			
Page 1	Financial Challenge	Financial Challenge	A Financial Challenge Programme Board is chaired by the Chief Officer. The main aim of the board is to coordinate the various savings projects (Efficient and Flexible Crewing (EFC), Staff Review and Efficiency Proposals) and to steer the Service to meet the financial shortfalls it faces.
Page 4	Revenue Contracts	BSI ISO 27001	The international standard for information security management, to which the Service has accreditation.
Page 4	Revenue Contracts	Routine Notice	A weekly newsletter issued to all staff.
<b>APPENDIX 2 –</b>			
Page 3 3.21	Information management	Service Orders	Service policies and procedures
Page 4 Q22	Red Book Compliance	Red Book Compliance	This refers to an assessment undertaken of the Service's compliance with guidance issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), titled 'Managing the risk of fraud – actions to counter fraud and corruption' known as the 'Red Book 2'. This guidance sets out the action needed for an organisation to be effective in countering fraud and corruption.

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<b>APPENDIX 3</b>			
Page 2 3.11	Pension arrangements	SAP	The IT system that the Service uses for administering key functions such as the main accounting system, payroll, and training systems.
Page 3 3.17	Pension arrangements	long service increment	Before 1 July 2007, a firefighter with at least 15 years' continuous service would have received an additional amount of pensionable pay known as the Long Service Increment ("LSI"). An amendment was made to this in 2008, with effect from July 2007.

\* These terms may appear more than once in both Appendix 1 and Appendix 2 – but we list above states the first time this term is used in the appendices.