

**At a meeting of the HAMPSHIRE FIRE AND RESCUE AUTHORITY STANDARDS
AND GOVERNANCE COMMITTEE held at Hampshire Fire
and Rescue Service Headquarters, Eastleigh
on 17 December 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
p	David Harrison	a	Mark Staplehurst
p	Geoff Hockley (Vice Chairman)		

116 APOLOGIES

Apologies were received from Councillor Mark Staplehurst.

117 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.

118 MINUTES AND MATTERS ARISING

The Minutes from the meeting on the 22 September 2015 were agreed to be correct and signed by the Chairman.

119 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements for this meeting.

120 DEPUTATIONS

There were no deputations received for the meeting.

121 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 6 in the Minute Book).

Members were taken through the appendix to the report. It was confirmed that two audits had taken place since the last meeting and since the publication of the report, Safeguarding had been completed.

Most target dates in the appendix had already been completed on time, but the officers highlighted areas where there were still updates to be done:

- Page 3: Website is due to be updated with correct methodology (anticipated by March 2016)
- Pages 7-8: The Firewatch Team Structure was still incomplete due to resourcing and an appointment was anticipated to be made in January 2016 (internal candidates only)
- Pages 16-17: The status should be red and not green
- Page 20: App 4, Paragraph 2.11 – A full review was now required due to Police moving into the premises (anticipated by the end of February 2016)
- Page 21-22: A more thorough assessment is due to take place following Police moving into the premises (anticipated by early February 2016)

RESOLVED:

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

122 INTERNAL AUDIT PROGRESS REPORT 2015/16

The Committee received a report from the Chief Internal Auditor (Item 7 in the Minute Book), which provided an overview on internal audit work completed in accordance with the approved action plan and the status of live reports.

The officer confirmed that good progress was being made and outstanding management actions had reduced significantly.

RESOLVED:

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

123 SOUTHERN INTERNAL AUDIT PARTNERSHIP – EXTERNAL QUALITY

The Committee received a report from the Chief Internal Auditor in relation to the outcomes from the Southern Internal Audit Partnership's External Quality Assessment (Item 8 in the Minute Book).

Members noted that the process was crucial in establishing that internal auditing methods were robust and welcomed the news that the eight day process was a success with a very positive outcome.

RESOLVED

That the Standards and Governance Committee noted the External Quality Assessment of the Southern Internal Audit Partnership as attached.

124 CORPORATE RISK REGISTER

The Committee received a report from the Chief Officer regarding the Corporate Risk Register (Item 9 in the Minute Book).

The paper summarised the new and existing risks, which included three new entries, to changes of entry and six entries to move to green status. It was suggested that the wording on Ref 8 on Page 13 could be altered to reflect that not all local interests had the risk of being detrimental to the Authority

RESOLVED

That the Standards and Governance Committee accept:

That the Committee:

- 1) Agree that the following new entries are added to the Corporate Risk Register
 - 1a - Entry number 22 – Due to a reliance on, or an association with, a third party, our ability to directly manage and control aspects of our business could diminish
 - 1b - Entry number 23 – Decrease in Organisational Performance
 - 1c - Entry number 24 – Failure to identify and capitalise on opportunities for investment (internally and externally)

- 2) Agree that the following risks be removed from the Corporate Risk Register and placed on the green list where they will still be monitored by Directors and SMT:
 - 2a - Entry number 06g/h - Failure to comply with and/or properly manage the Authority's legal and moral responsibilities for the health, safety and welfare of its employees under all relevant Health and Safety legislation and guidance, including the Corporate Manslaughter and Corporate Homicide Act 2007. This risk includes failure to have the appropriate policies and procedures in place to manage driving and vehicle related risks
 - 2b - Entry number 17 - The provision of information and communications technology that does not meet the needs of the business to promote and support improvement and innovation
 - 2c - Entry number 18a - Failure to adequately plan the Authority's Services within its financial resources in the medium term.
 - 2d - Entry number 18b - Failure to adequately manage the Authority's

services within its financial resources in the medium term.

2e - Entry number 19 - Failure to maintain accurate data in order to ensure correct training records for operational staff.

2f - Entry number 8 - Impact of Members of the Authority continuing to pursue local interests and priorities.

3) Agree that the following risks be removed from the Corporate Risk Register and placed on a Service Delivery Risk Register where they will be managed.

3a - Entry number 09b - Failure to maintain operational response on our retained duty system fire stations

3b - Entry number 11 - Failure to protect vulnerable members of the community and our staff in the course of our Service Delivery, where there is contact between them

125 IMPACT ASSESSMENT REPORT - UPDATE

The Committee received a report from the Chief Officer regarding the position of the Service in relation to the Public Sector Equality Duty, People and Equality Impact Assessments (Item 10 in the Minute Book).

The report referenced recommendations agreed by the Committee in December 2014, and so summarised progressed from the previous year. It was confirmed that there was no clear legislative standard or recommended format, but monitoring was done regularly to ensure everything was up to date.

RESOLVED

The Standards and Governance Committee:

a) Recognised the progress made towards the use of Impact Assessments within Hampshire Fire and Rescue Service, as detailed in the report.

b) Was assured that due regard to the Public Sector Equality Duty (PSED) was paid by the Service.

126 ANNUAL AUDIT LETTER

The Committee received the Annual Audit letter (Item 11 in the Minute Book).

It was confirmed that no changes had been made since November 2015 and the Committee formally received the Annual Audit Letter.

RESOLVED

The Standards and Governance Committee formally received the Annual Audit Letter