

AT A MEETING of the HAMPSHIRE FIRE AND RESCUE AUTHORITY
GOVERNANCE COMMITTEE held at Hampshire Fire and Rescue Service Headquarters,
Eastleigh on 23 September, 2010.

PRESENT:

Councillors: R. McIntosh (Chairman); L. Fairhurst; R. Smith ; Mrs. M. Tucker.

Also in attendance were Kate Handy, District Auditor and Graham West, Audit Manager.

36 APOLOGIES

Apologies for absence were received from Councillors A. S. Carew and D. Harrison.

37 DECLARATIONS OF INTEREST

Members were mindful that, where they believed they had a personal or personal prejudicial interest in any matter to be considered at the meeting, they should normally, at the time of debate, declare their interest and having regard to the circumstances described in paragraphs 9, 10, 11 and 12 of the Fire Authority's Code of Conduct consider whether to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with Paragraph 12 of the Code.

All Members declared a personal non-prejudicial interest in the item about the review of HFRA Members' Allowances (Minute 41 refers) and County Council Members a personal non-prejudicial interest in the item relating to the Service Level Agreement for Audit Services provided by Hampshire County Council (Minute 44 refers).

38 MINUTES

The Minutes of the meeting of the Committee held on 29 June, 2010 were confirmed as a correct record and signed by the Chairman.

Matter arising:

Annual Governance Statement

On Minute 33, the Chief Officer advised that since the last meeting, a fire service representative had attended a local Parish Council meeting , following an invitation by Councillor A.S. Carew.

39 DEPUTATIONS

There were no deputations to the meeting.

40 HFRA ANNUAL GOVERNANCE REPORT – AUDIT 2009/10

The Committee considered the Audit Commission's draft Governance report (Item 5 in the Minute Book) on behalf of Hampshire Fire and Rescue Authority. It asked Members to:

- (a) consider the matters raised before approving the financial statements
- (b) agree to adjust the errors in the financial statements identified
- (c) approve the letter of representation on behalf of the Fire Authority.

Kate Handy, the District Auditor introduced the report. She highlighted no material adjustment errors, a good set of financial statements supported by comprehensive working papers and that she expected to issue an unqualified audit opinion by 30 September.2010. Members welcomed the positive report and, following an update by the Chief Officer noted that ,whilst taking longer than expected , the FRAML was still due to be wound-up in this financial year. Accordingly, it was

RESOLVED:

That the Management letter of representation be signed and provided to the District Auditor on behalf of the Hampshire Fire and Rescue Authority.

41 **REVIEW OF MEMBERS' ALLOWANCES SCHEME 2011/12**

The Committee considered the report of the Clerk (Item 6 in the Minute Book) reviewing the process by which the Members' Allowances Scheme for 2011/12 was approved, and in particular whether the Authority should convene in November its own independent remuneration panel to advise. The Committee unanimously supported the option to take the item direct to the Authority .

RESOLVED:

That, for the reasons set out in paragraph 4.3 of the report, the independent remuneration panel be not convened in November 2010 and instead the Members 'Allowances Scheme for 2011/12 go straight to the Authority meeting on 8 December 2010.

42 **PROGRESS REPORT ON THE IMPLEMENTATION OF RECOMMENDATIONS AND ACTIONS ARISING FROM INTERNAL AUDIT REPORTS**

The Committee considered the report of the Chief Officer (Item 7 in the Minute Book) on audit action items and on progress made towards the implementation of recommendations for improvement.

RESOLVED:

That the Committee approves the audit action reports, and progress made towards the implementation of recommendations for improvement.

43 **HEALTH AND SAFETY ANNUAL REPORT 2009/10**

The Committee considered the report of the Chief Officer (Item 8 in the Minute Book) seeking approval to the Health and Safety Annual report for the year 2009/10

RESOLVED:

- (a) That the Health and Safety Annual report for 2009/10 is approved.
- (b) That the reporting format be approved as the means for monitoring health and safety arrangements
- (c) That it be noted that the results from the current Health and Safety Executive investigations into the 'Shirley Towers' incident will be taken into account in

due course.

44 SERVICE LEVEL AGREEMENT – AUDIT SERVICES

The Committee considered the report of the Chief Officer (Item 9 in the Minute Book) seeking approval to the terms of reference for the provision of internal audit services.

RESOLVED:

That the Service Level Agreement for the provision of internal audit services by Hampshire County Council's Audit Services is approved and signed by the Chairman on behalf of the Committee.

45 TRIBUTE TO COUNCILLOR DAVID KIRK

The Chairman paid his own personal tribute to former County Councillor and Fire Authority Member David Kirk who had tragically died in his sleep on 15 August 2010. A Memorial Service was to be held at 2.00pm on 16 November 2010 at Winchester Cathedral to enable members and others to pay their respects.

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