

Audit Action Plan Reference (where first quoted)	Term	Definition
Appendix 1 - Page 2 Ref 3.2	Community Fire Risk Management Information System (CFRMIS)	This IT system is a database used to provide premises risk profile data.
Appendix 1 - Page 3 Ref 3.21	SAP	The IT system that the Service uses for administering key functions such as the main accounting system, payroll, and training systems.
Appendix 1 - Page 3 Ref 3.21	Human Resources – Workforce Support	This team is responsible for the administration of starters and leavers and salaries and allowances .
Appendix 1 - Page 15 Ref 3.28	Personal Development Review	<p>The Personal Development review is an annual process undertaken on a one to one basis between staff and their line manager to provide staff the opportunity to identify training and development needs within their individual service role and beyond. Its purpose has several strands:</p> <ul style="list-style-type: none"> <li>• To support the Service’s IRMP through the development and performance of its staff.</li> <li>• To improve communication throughout the organisation and help create a positive, supportive and innovative workforce.</li> <li>• Enable the planning and provision of training and development to meet the IRMP.</li> <li>• Promote our Core Values.</li> </ul>

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Appendix 1 - Page 17	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.
Appendix 2 - Page 1 Ref 3.17	TOIL – time off in lieu	This is time accrued outside of normal working hours
Appendix 2 - Page 9 Ref 3.15	Code book	Guidance provided on which account codes to use when coding expenditure
Appendix 2 - Page 9 Ref 3.5	Service Order	Official guidance, policies and instructions issued by the Service to staff.
Appendix 2 - Page 9	Unofficial Funds	Unofficial funds relates to social clubs, generally station based.
Appendix 2 - Page 15 Ref 3.3	Hydra	The IT system the Service uses to record and maintain hydrants