

## **HUMBERSIDE FIRE AUTHORITY WORKSTREAMS 2017/18**

### **SUMMARY**

1. At its meeting on 24 April 2017 the Authority received a report containing details of the Scrutiny Programme 2017/18 approved by the Governance, Audit & Scrutiny Committee on 10 April 2017. That report also sets out the workstreams for that Committee in respect to its 'audit' and 'governance' functions. The workstreams are indicative only and not exhaustive. However, they assist with forward planning for the Committee, the Authority and the Corporate Management Team.
2. With regard to the workstreams of the full Fire Authority, then essentially these are set down in Article 4 of the Constitution and attached at Appendix 1.

### **RECOMMENDATIONS**

3. The Authority is asked to consider this report.

### **WORKSTREAMS 2017/18**

4. In line with the Constitution, each Committee should receive annually a report which outlines broadly the substantive reports that Members, as a minimum, can expect to receive during the forthcoming year. A report was submitted to the authority on 24 April 2017 setting out details of the Scrutiny Programme 2017/18 approved by the Governance, Audit & Scrutiny Committee on 10 April 2017 and also the workstreams for that Committee in respect to its 'audit' and 'governance' functions.
5. The intention behind the workstreams for 2017/18 is to provide Members with a broad indication of the reports that they can expect to receive during the year. This also will enable forward planning for the Corporate Management Team and the Fire Authority.
6. With regard to the workstreams of the full Fire Authority, then essentially these are set down in Article 4 of the Constitution. The proposed workstreams set out in Appendix 1 are not exhaustive but are indicative.

### **STRATEGIC PLAN COMPATIBILITY**

7. Good governance is a key enabler of the Strategic Plan.

### **FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS**

8. None arising directly.

### **LEGAL IMPLICATIONS**

9. None arising directly.

### **EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS**

10. None arising directly.

### **CORPORATE RISK MANAGEMENT IMPLICATIONS**

11. None arising directly.

HEALTH AND SAFETY IMPLICATIONS

12. None arising directly.

COMMUNICATION ACTIONS ARISING

13. None arising directly.

DETAILS OF CONSULTATION AND/OR COLLABORATION

14. Corporate Management Team.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

15. None.

RECOMMENDATIONS RESTATED

16. The Authority is asked to consider this report.

**D SANDERS  
M BUCKLEY**

Officer Contact: Dene Sanders ☎ 01482 567174  
Chief Fire Officer/Chief Executive

Mathew Buckley ☎ 01482 567174  
Monitoring Officer/Secretary

Humberside Fire & Rescue Service  
Summergroves Way  
Kingston upon Hull

JS  
12 May 2017

**Humberside Fire Authority Workstreams 2017/18**

The workstreams of the Fire Authority are essentially as set down in Article 4 of the Constitution. The workstreams below are not exhaustive but are indicative.

<b>1. June 2017</b>
<ul style="list-style-type: none"> <li>• Approval of Annual Statement of Accounts (Unaudited) 2016/17.</li> <li>• Treasury Management Annual Report 2016/17.</li> <li>• Absence Management and Reporting 2017/18</li> <li>• Draft Equality and Inclusion Annual Report 2017 for Consultation</li> <li>• Fire Procurement Information published by Home Office – Update</li> </ul>
<b>2. July 2017</b>
<ul style="list-style-type: none"> <li>• Approval of Draft Annual Performance Report 2016/17</li> <li>• Annual Statement of Assurance 2016/17</li> <li>• Approval of full refresh Draft Strategic Plan and IRMP 2018-21 for consultation</li> <li>• Approval of Annual Statement of Accounts 2016/17 (Audited).</li> <li>• External Audit Reports: Report to those charged with governance (ISA 260) 2016/17</li> <li>• Management Accounts – Period ending 30 June 2017</li> <li>• Absence Management Update</li> </ul>
<b>3. September 2017</b>
<ul style="list-style-type: none"> <li>• 1st Quarter Performance and Risk Report.</li> <li>• 1st Quarter HSE Report.</li> <li>• Approval of Draft Vision.</li> <li>• Annual Audit Letter 2016-17</li> <li>• External Audit – Progress Report</li> <li>• Financial Outlook 2018/19 Onwards and Efficiency Plan</li> <li>• Absence Management Update</li> <li>• Scrutiny Feedback report – Members’ Allowances – Role of Vice Chairperson of HFA</li> </ul>
<b>4. October 2017</b>
<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 30 September 2017</li> <li>• Treasury Management Half Year Report.</li> <li>• Equality and Inclusion Annual Report – Consultation Outcomes</li> <li>• Absence Management Update</li> </ul>
<b>5. December 2017</b>
<ul style="list-style-type: none"> <li>• 2nd Quarter Performance and Risk Report.</li> <li>• 2nd Quarter HSE Report.</li> <li>• Approval of IRMP and Strategic Plan 2018-21.</li> <li>• Approval of Capital Programme 2018/19.</li> <li>• Treasury Management Half Year Report.</li> <li>• Financial Planning 2018/19 Onwards</li> <li>• Absence Management Update</li> <li>• HFRS Staff Pay Awards Annual Update</li> </ul>

## 6. February 2018

- Approval of Budget and Precept 2018/19.
- Approval of Medium Term Financial Plan 2018/19 to 2020/21.
- External Audit report – Audit Plan
- Management Accounts – Period ending 31 December 2017
- Fees and Charges 2018/19
- Members' Allowances 2018/19
- Absence Management Update

## 7. March 2018

- 3rd Quarter Performance and Risk Report.
- 3rd Quarter HSE Report.
- Treasury Management Policy 2018/19.
- Internal Audit Plan 2018/19.
- Pay Policy Statement 2018/19.
- Treasury Management and Capital Expenditure Strategy 2017-18
- Absence Management Update
- GAS Scrutiny Programme 2017/18 – Scrutiny Report – Business Continuity

## 8. April 2018

- Draft Annual Governance Statement 2017/18.
- Performance Reporting and Service Performance Indicators 2018/19.
- Annual Internal Audit Report - Director of Audit Opinion and Annual Report (2017/18)
- CSE Audit Outcomes.
- GAS Committee Workstreams/ Scrutiny Programme 2018/19
- Management Accounts 2017/18 – Period ending 28 February 2018
- Use of Delegated Powers under Fire Authority Constitution by Chief Fire Officer & Chief Executive
- External Audit report
- Annual Review of Constitution
- Absence Management Update
- GAS Scrutiny Programme 2017/18 – Scrutiny Report – Counter Fraud

## **June 2018 (AGM)**

- Election of Chairperson 2018/19
- Election of Vice Chairperson 2018/19
- Composition of the Fire Authority 2018/19
- Appointment of Group Secretaries 2018/19
- Committee Structure and Composition 2018/19
- Appointment of Member Representatives on Certain Bodies 2018/19
- Appointment of Nominated Spokesperson for each Constituent Authority 2018/19
- Calendar of Meetings 2018/19
- Committee Annual Reports to HFA
- HFA Workstreams 2017/18 and Annual Report
- HFA Workstreams 2018/19