

**Governance, Audit and Scrutiny Committee  
9 April 2018**

**Report by the  
Monitoring Officer/Secretary**

**COMMITTEE WORKSTREAMS/SCRUTINY PROGRAMME  
2018/19**

**REPORT EXECUTIVE SUMMARY**

In line with the Constitution, the first meeting of each Committee in a new cycle should receive a report which outlines broadly the substantive reports that Members, as a minimum, can expect to receive during the year. This report sets out the proposed Workstreams/Scrutiny Programme for the Governance, Audit and Scrutiny Committee for 2018/19. Progress against those workstreams will be included in the Annual Report from the Committee to the Fire Authority.

The Annual General Meeting of the Authority sets the calendar of its meetings for the forthcoming year. With regard to the Governance, Audit and Scrutiny Committee, its calendar of meetings is a matter for the Committee. The following meeting dates are proposed:

Friday 15 June 2018 (AGM)  
Monday 16 July 2018  
Monday 17 September 2018  
Monday 26 November 2018  
Monday 28 January 2019  
Monday 4 March 2019  
Monday 8 April 2019

The above dates are presented to assist the Committee in preparing its Workstreams/Scrutiny Programme for 2018/19. Also the Committee has previously agreed to meet in private with the Internal/External Auditors at 9.00 a.m. with the Committee commencing formally at 10.00 a.m. Members of the Committee should also consider the timing of meetings.

Attached at Appendix 1 is a schedule showing the proposed Calendar of Meetings which will be submitted for approval by the Fire Authority with the above dates incorporated. The proposed Workstreams/Scrutiny Programme for this Committee have been incorporated in the timetable of meetings of the Committee that will be considered as part of that Calendar of Meetings. (Appendix 2).

## RECOMMENDATIONS

1. The Committee is asked to –
  - (a) consider and approve dates and times for meetings of this Committee for 2018/19, and
  - (b) consider and approve the Workstreams/Scrutiny Programme 2018/19 as set out in Appendix 2.

## BACKGROUND AND WORKSTREAMS 2018/19

2. The intention behind the workstreams for 2018/19 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 will assist the Committee in programming its scrutiny work having regard to the workload at individual meetings during the year.
3. The proposed workstreams have been incorporated in the timetable of meetings of the Committee that will be considered as part of the Authority's Calendar of Meetings at the AGM of the Authority on 4 June 2018 (Appendix 1).

## STRATEGIC PLAN COMPATIBILITY

4. None arising directly.

## FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

5. As outlined above.

## LEGAL IMPLICATIONS

6. As outlined above.

## EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

7. None arising.

## CORPORATE RISK MANAGEMENT IMPLICATIONS

8. None arising.

## HEALTH AND SAFETY IMPLICATIONS

9. None arising.

## COMMUNICATION ACTIONS ARISING

10. None.

## DETAILS OF CONSULTATION AND/OR COLLABORATION

11. None.

## BACKGROUND PAPERS AVAILABLE FOR ACCESS

12. None.

## RECOMMENDATIONS RESTATED

13. The Committee is asked to –
- (a) consider and approve dates and times for meetings of this Committee for 2019/19, and
  - (b) consider and approve the Workstreams/Scrutiny Programme 2018/19 as set out in Appendix 2.

**M BUCKLEY**

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Monitoring Officer/Secretary

Humberside Fire & Rescue Service  
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Kingston upon Hull

JS  
20 March 2018



## HUMBERSIDE FIRE AUTHORITY

PROPOSED SCHEDULE OF MEETINGS 2018/19

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Mon 4 June 2018	10.30 am	<b>HUMBERSIDE FIRE AUTHORITY AGM</b> Followed by MEMBER INDUCTION
Fri 15 June 2018		<b>Governance, Audit and Scrutiny Committee AGM *</b>
Mon 25 June 2018	10.30 am	<b>HUMBERSIDE FIRE AUTHORITY</b> <b>(Draft Accounts)</b>
Fri 6 July 2018		Member Day 1
Fri 13 July 2018	10:30 am	<b>PENSION BOARD AGM</b>
Mon 16 July 2018		<b>Governance, Audit and Scrutiny Committee *</b>
Fri 27 July 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b> <b>(Approval Accounts)</b>
<b>AUGUST</b>		<b>RECESS</b>
Fri 7 September 2018		Member Day (additional) – if required
Mon 17 September 2018		<b>Governance, Audit and Scrutiny Committee*</b>
Fri 28 September 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Fri 5 October 2018		Member Day 2
Fri 26 October 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Fri 23 November 2018		Member Day 3
Mon 26 November 2018		<b>Governance, Audit and Scrutiny Committee*</b>
Fri 7 December 2018	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Mon 14 January 2019		Member Day 4
Fri 25 January 2019	10:30 am	<b>PENSION BOARD</b>
Mon 28 January 2019		<b>Governance, Audit and Scrutiny Committee*</b>
Mon 11 February 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b> <b>(Budget and Precept setting)</b>
Fri 22 February 2019		Member Day 5
Mon 4 March 2019		<b>Governance, Audit and Scrutiny Committee*</b>
Fri 15 March 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b>
Mon 8 April 2019		<b>Governance, Audit and Scrutiny Committee*</b>
Fri 26 April 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY</b> <b>plus annual reports to Authority</b>
<b>2019/20</b>	<b>Time</b>	<b>Meeting</b>
Mon 3 June 2019	10:30 am	<b>HUMBERSIDE FIRE AUTHORITY AGM</b> Followed by MEMBER INDUCTION



**GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE****PROPOSED SCHEDULE OF MEETINGS 2018/19****including Workstreams ('Audit' and 'Governance') and Scrutiny Programme**

<b>2018/19</b>		
<b>Meeting</b>	<b>Workstreams ('Audit' and 'Governance')</b>	<b>Scrutiny Topics)</b>
<b>Fri 15 June 2018</b>	<ul style="list-style-type: none"> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Annual Statement of Accounts 2017/18 (unaudited)</li> <li>• Treasury Management Annual Report 2017/18</li> <li>• Equality and Inclusion Annual Report 2018</li> <li>• Annual Fraud Report 2017/18</li> <li>• Absence Management Update</li> <li>• Public Safety Update</li> <li>• HMICFRS Update</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutiny programme 2018/19 – Scoping report</li> </ul>
<b>Mon 16 July 2018</b>	<ul style="list-style-type: none"> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Annual Statement of Accounts 2017/18 (audited)</li> <li>• Annual Statement of Assurance 2017/18</li> <li>• Draft Annual Performance Report 2017/18</li> <li>• Absence Management Annual Report 2017/18</li> <li>• HMICFRS Update</li> </ul>	<ul style="list-style-type: none"> <li>• Scrutiny programme 2018/19 – Scoping report</li> </ul>
<b>Mon 17 September 2018</b>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 30 June 2018</li> <li>• External Audit Progress Report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Annual Audit Letter 2017/18</li> <li>• 1st Quarter Performance and Risk Report.</li> <li>• 1st Quarter H&amp;S and Environmental Report.</li> <li>• Declaration and Registration of Interests by Members – Annual Update Report</li> <li>• Review of Anti-Fraud Related Strategies – Annual Update</li> <li>• HMICFRS Update</li> </ul>	
<b>Mon 26 November 2018</b>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 30 September 2018</li> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update Report</li> <li>• Treasury Management Half Year Report</li> <li>• 2nd Quarter Performance and Risk Report.</li> <li>• 2nd Quarter H&amp;S and Environmental Report</li> <li>• 2nd Quarter Absence Management Report</li> <li>• 2018/19 Final Accounts Timetable</li> <li>• HMICFRS Update</li> </ul>	<ul style="list-style-type: none"> <li>• Scoping Report - Equality and Inclusion</li> <li>• Scrutiny Programme 2018/19 – Scrutiny Report (if any)</li> </ul>

<p><b>Mon 28 January 2019</b></p>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 31 December 2018</li> <li>• External Audit report – Audit Plan</li> <li>• External Audit Progress Report</li> <li>• Internal Audit reports</li> <li>• HFA Update Report</li> <li>• HMICFRS Update</li> </ul>	<p>Scrutiny Programme 2018/19 – Scrutiny Report (if any)</p>
<p><b>Mon 4 March 2019</b></p>	<ul style="list-style-type: none"> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• Treasury Management and Capital Expenditure Strategy 2019/20.</li> <li>• Draft Internal Audit Plan 2019/20</li> <li>• 3rd Quarter Performance and Risk Report.</li> <li>• 3rd Quarter H&amp;S and Environmental Report.</li> <li>• 3rd Quarter Absence Management Report</li> <li>• Pay Policy Statement 2019/20</li> <li>• HMICFRS Update</li> </ul>	<p>Scrutiny Programme 2018/19 – Scrutiny Report (if any)</p>
<p><b>Mon 8 April 2019</b></p>	<ul style="list-style-type: none"> <li>• Management Accounts – Period ending 28 February 2019</li> <li>• External Audit report</li> <li>• Internal Audit reports</li> <li>• HFA Update report</li> <li>• Draft Annual Governance Statement 2018/19.</li> <li>• Performance Reporting and Service Performance Indicators 2019/20</li> <li>• CSE Audit Outcomes.</li> <li>• Annual report to HFA</li> <li>• Committee Workstreams/Scrutiny Programme 2019/20</li> <li>• Use of Delegated powers under Fire Authority Constitution by Chief Fire officer &amp; Chief Executive</li> <li>• Annual Review of Constitution</li> <li>• Absence Management Update</li> <li>• HMICFRS Update</li> </ul>	