

Governance, Audit and Scrutiny Committee
11 April 2016

Report by the
Monitoring Officer/Secretary

COMMITTEE WORKSTREAMS/SCRUTINY PROGRAMME
2016/17

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 2016/17. 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 17 June 2016 (AGM)
 Monday 18 July 2016
 Monday 12 September 2016
 Monday 31 October 2016
 Monday 30 January 2017
 Monday 6 March 2017
 Monday 10 April 2017

The above dates are presented at to assist the Committee in preparing its Workstreams/Scrutiny Programme for 2016/17. 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 2016/17, and
 - (b) consider and approve the Workstreams/Scrutiny Programme 2016/17 as set out in Appendix 2.

BACKGROUND AND WORKSTREAMS 2015/16

2. The intention behind the workstreams for 2015/16 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 26 June 2015 (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

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 2016/17, and

- (b) consider and approve the Workstreams/Scrutiny Programme 2016/17 as set out in Appendix 2.

M BUCKLEY

Officer Contact: Mathew Buckley ☎ 01482 567443
Monitoring Officer/Secretary

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

JS
22 March 2016

HUMBERSIDE FIRE AUTHORITY

PROPOSED SCHEDULE OF MEETINGS 2016/17

Date	Time	Meeting
Monday, 6 June 2016	10:30 am	HUMBERSIDE FIRE AUTHORITY AGM Followed by NEW MEMBERS INDUCTION EVENT
Friday, 17 June 2016	10:00 am	Governance, Audit and Scrutiny Committee AGM*
Monday, 20 June 2016	10.30 am	Pension Board
Monday, 27 June 2016	10:30 am	HUMBERSIDE FIRE AUTHORITY
Friday, 8 July 2016		<i>Member Day 1</i>
Monday, 18 July 2016	10:00 am	Governance, Audit and Scrutiny Committee AGM*
Friday, 29 July 2016	10:30 am	HUMBERSIDE FIRE AUTHORITY
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Monday, 12 September 2016	10:00 am	Governance, Audit and Scrutiny Committee*
Friday, 23 September 2016	10:30 am	HUMBERSIDE FIRE AUTHORITY
Friday, 7 October 2016		<i>Member Day 2</i>
Friday, 21 October 2016	10.30 am	HUMBERSIDE FIRE AUTHORITY
Monday, 31 October 2016	10:00 am	Governance, Audit and Scrutiny Committee*
Friday, 25 November 2016		<i>Member Day 3</i>
Friday, 9 December 2016	10:30 am	HUMBERSIDE FIRE AUTHORITY
Monday, 16 January 2017		<i>Member Day 4</i>
Friday, 27 January 2017	10.30 am	Pension Board
Monday, 30 January 2017	10:00 am	Governance, Audit and Scrutiny Committee*
Monday, 13 February 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY
Friday, 24 February 2017		<i>Member Day 5</i>
Monday, 6 March 2017	10:00 am	Governance, Audit and Scrutiny Committee*
Friday, 17 March 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY
Monday, 10 April 2017	10:00 am	Governance, Audit and Scrutiny Committee*
Monday, 24 April 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY
Date	Time	Meeting
Monday, 5 June 2017	10:30 am	HUMBERSIDE FIRE AUTHORITY AGM Followed by MEMBER INDUCTION

* Governance, Audit and Scrutiny Committee – Independent Co-opted Members of the Committee will meet in private at 9.00 a.m., main meeting at 10.00 a.m.

GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE**PROPOSED SCHEDULE OF MEETINGS 2016/17****including Workstreams ('Audit' and 'Governance') and Scrutiny Programme**

2016/17		
Meeting	Workstreams ('Audit' and 'Governance')	Scrutiny Topics)
Fri 17 June 2016	<ul style="list-style-type: none"> • External Audit report • Internal Audit reports • Annual Statement of Accounts (unaudited) • Treasury Management Annual Report 2015/16 	
Mon 18 July 2016	<ul style="list-style-type: none"> • External Audit report • Internal Audit reports • Annual Statement of Accounts (audited) • Annual Statement of Assurance 2015/16 • Draft Annual Performance Report 2015/16 	
Mon 12 September 2016	<ul style="list-style-type: none"> • Management Accounts – Period ending 30 June 2016 • External Audit report • Internal Audit reports • 1st Quarter Performance and Risk Report. • 1st Quarter H&S and Environment Report. 	
Mon 31 October 2016	<ul style="list-style-type: none"> • Management Accounts – Period ending 30 September 2016 • External Audit report • Internal Audit reports 	<ul style="list-style-type: none"> • Scrutiny Report (Collaboration)
Mon 30 January 2017	<ul style="list-style-type: none"> • Management Accounts – Period ending 31 December 2016 • External Audit report • Internal Audit reports 	<ul style="list-style-type: none"> • Scrutiny Report (Members' Allowances)
Mon 6 March 2017	<ul style="list-style-type: none"> • External Audit report • Internal Audit reports • Treasury Management Policy 2016/17. • Draft Internal Audit Plan 2017/18 • 3rd Quarter Performance and Risk Report. • 3rd Quarter H&S and Environmental Report. • Pay Policy statement 2017/18 	
Mon 10 April 2017	<ul style="list-style-type: none"> • Management Accounts – Period ending 28 February 2017 • External Audit report • Internal Audit reports • Annual Governance Statement 2016/17. • Performance Reporting and Service Performance Indicators 2017/18 • CSE Audit Outcomes. • Annual report to HFA • Committee Workstreams/Scrutiny Programme 2017/18 	

Governance, Audit and Scrutiny Committee – Independent Members of the Committee will meet in private at 9.00 am, main meeting at 10.00 am

