

GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE WORKSTREAMS/SCRUTINY PROGRAMME 2017/18

SUMMARY

1. 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 workstreams and also the scrutiny programme for the Governance, Audit and Scrutiny Committee for 2017/18. To assist the Committee in programming its activities during 2017/18 the Committee considered a proposed Calendar of Meetings that will be incorporated into the Calendar of Meetings to be submitted to the AGM of the Authority on 5 June 2017.
2. Progress against the workstreams and scrutiny programme will be included in the Annual Report from the Committee to the Fire Authority.

RECOMMENDATIONS

3. That the Fire Authority -
 - (a) receives the dates and times agreed by the Governance, Audit and Scrutiny Committee for its meetings during 2017/18, and
 - (b) receives the Governance, Audit and Scrutiny Committee's workstreams/scrutiny programme for 2017/18.

BACKGROUND AND WORKSTREAMS/SCRUTINY PROGRAMME 2017/18

4. 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 will assist the Committee in programming its scrutiny work having regard to the workload at individual meetings during the year.
5. This report also sets out the scrutiny topics agreed for inclusion in the programme for 2017/18 and the timing in terms of when the topics will be initially scrutinised.
6. The workstreams and scrutiny programme attached to this report at Appendix 1 were considered and agreed by the Governance, Audit and Scrutiny Committee at their meeting on 10 April 2017.
7. The Committee on 10 April 2017 also considered and agreed its Calendar of Meetings for 2017/18 and the workstreams and scrutiny programme 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 5 June 2017 (Appendix 1). In approving the scrutiny programme for 2017/18 the Committee agreed that the scrutiny of absence management be held in abeyance for the time being.

STRATEGIC PLAN COMPATIBILITY

8. None arising directly.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

9. As outlined above.

LEGAL IMPLICATIONS

10. As outlined above.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

11. None arising.

CORPORATE RISK MANAGEMENT IMPLICATIONS

12. None arising.

HEALTH AND SAFETY IMPLICATIONS

13. None arising.

COMMUNICATION ACTIONS ARISING

14. None.

DETAILS OF CONSULTATION

15. None.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

16. None.

RECOMMENDATIONS RESTATED

17. That the Fire Authority -
- (a) receives the dates and times agreed by the Governance, Audit and Scrutiny Committee for its meetings during 2017/18, and
 - (b) receives the Governance, Audit and Scrutiny Committee's workstreams/scrutiny programme for 2017/18.

M BUCKLEY

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JS
11 April 2017

GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE

PROPOSED SCHEDULE OF MEETINGS 2017/18
Including Workstreams ('Audit' and 'Governance') and Scrutiny Programme

2017/18		
Meeting	Workstreams ('Audit' and 'Governance')	Scrutiny Topics)
Fri 16 June 2017	<ul style="list-style-type: none"> • External Audit report • Internal Audit reports • Annual Statement of Accounts (unaudited) • Treasury Management Annual Report 2016/17 	<ul style="list-style-type: none"> • Scoping report – Business Continuity
Mon 17 July 2017	<ul style="list-style-type: none"> • External Audit report • Internal Audit reports • Annual Statement of Accounts (audited) • Annual Statement of Assurance 2016/17 • Draft Annual Performance Report 2016/17 • 4th Quarter Performance and Risk Report 2016/17. • 4th Quarter H&S and Environment Report 2016/17 	<ul style="list-style-type: none"> • Scoping report – Counter Fraud
Mon 18 September 2017	<ul style="list-style-type: none"> • Management Accounts – Period ending 30 June 2017 • External Audit report • Internal Audit reports • 1st Quarter Performance and Risk Report 2017/18 • 1st Quarter H&S and Environment Report 2017/18. 	<ul style="list-style-type: none"> • Feedback report – Members' Allowances – Role of Vice Chairperson of HFA
Mon 27 November 2017	<ul style="list-style-type: none"> • Management Accounts – Period ending 30 September 2017 • External Audit report • Internal Audit reports 	<ul style="list-style-type: none"> • Scoping report - Equality and Inclusion
Mon 29 January 2018	<ul style="list-style-type: none"> • Management Accounts – Period ending 31 December 2017 • External Audit report • Internal Audit reports • 2nd Quarter Performance and Risk Report 2017/18 • 2nd Quarter H&S and Environment Report 2017/18 	
Mon 5 March 2018	<ul style="list-style-type: none"> • External Audit report • Internal Audit reports • Treasury Management Policy 2018/19. • Draft Internal Audit Plan 2018/19 • 3rd Quarter Performance and Risk Report 2017/18. • 3rd Quarter H&S and Environmental Report 2017/18. • Pay Policy Statement 2018/19 	<ul style="list-style-type: none"> • Scrutiny Report - Business Continuity
Mon 9 April 2018	<ul style="list-style-type: none"> • Management Accounts – Period ending 28 February 2018 • External Audit report • Internal Audit reports • Annual Governance Statement 2017/18. • Performance Reporting and Service Performance Indicators 2018/19 • CSE Audit Outcomes. • Annual report to HFA • Committee Workstreams/Scrutiny Programme 2018/19 • Use of Delegated powers under Fire Authority Constitution by Chief Fire officer & Chief Executive • Annual Review of Constitution • Result of any external inspections 	<ul style="list-style-type: none"> • Scrutiny report – Counter Fraud

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

