

NORTH YORKSHIRE POLICE, FIRE AND CRIME COMMISSIONER
NORTH YORKSHIRE FIRE AND RESCUE SERVICE
Independent Audit Committee

Meeting: Joint Independent Audit Committee
Time and date: Tuesday 15th March 2022, 10:30 - 12:30
Location: Via Microsoft Teams
Chair: Jo Gleeson (JG)

Attendees:

Name	Role
Simon Dennis (SD)	Chief Executive Officer/Monitoring Officer, OPFCC
James Manning (JM)	T / Area Manager
Michael Porter (MP)	PFCC's Chief Finance Officer 151
Ray Ward (RW)	Managing Director enableNY
Stuart Green (SG)	Independent Member
Roman Pronyszyn (RP)	Independent Member
Andrew McHutchon (AM)	Independent Member
David O'Brien (DO)	Independent Member
Claire Godfry (CG)	Head of Finance
Dan Harris (DH)	RSM
Stuart Cutts (SC)	Veritau
Abi Medic (AM)	Mazars
Gavin Barker (GB)	Mazars
Shain Yapp (SY)	Personal Assistant Executive Support for the Chief Officer Team

Apologies:

Name	Role
Jon Dyson	Deputy Fire Officer
Becky Horrocks	Member

Items and Decisions:

No.	Discussion	Outcome / Decision
1.	Attendance and Apologies It was noted a quorum of the Committee was present.	Noted
2.	Declaration of Interest RP declared his declaration of interest for the records	For information
3.	Minutes of the previous meeting The minutes of the previous meeting 15 th March 2022 were approved	
4.	Actions of the previous meeting Noted	
5.	Internal Audit progress Report(s) <ul style="list-style-type: none">• Internal Audit progress report SC provided a short synopsis of the progress report.• Policies and Procedures Audit to final Member asked if a system or data base is in place to log the recommendations that have been made; how progress is implemented and how does that link into your risk register? RW assured the members that it is all captured within Business Design and Assurance function.• Bank Mandate Report Chair complemented proactive work shown in the report No questioned raised	

No.	Discussion	Outcome / Decision
6.	<p>External Audit progress report</p> <p>MP advised that the Final Accounts and Annual Governance Statement will be shared with the members for their information in June.</p> <p>Action: MP to liaise with JG before June AC to discuss the 2020/21 SOA and AGS.</p> <p>Chair thanked CG and her team for their hard work.</p>	
7.	<p>Corporate Governance Framework</p> <p>MP advised the members that there weren't any updates at the moment. Copies of the Corporate Governance Framework are available to members if they require them.</p>	
8.	<p>Previous Annual Governance Statement</p> <p>Noted</p>	
9.	<p>Forward planner</p> <p>MP provided updates on how the forwards planner captures areas of discussion.</p> <p>No questions raised</p>	
10.	<p>Internal Audit plan</p> <p>DH Introduced himself to the members, sharing RSMs plans which have been agreed with the Senior Management. Members were assured that governance controls were being determined via the corporate strategic risk register. Member asked how the strategy was produced, DH offered assurance RSM carry out a biannual risk register analysis.</p> <p>DH confirmed that RSM will conduct an assurance mapping exercise for year 2 and 3 of the contract.</p> <p>Member commented he was pleased to hear that RSM would be looking at efficiencies when RSM review work schemes for both NY Police and Fire & Rescue Service.</p> <p>Members were assured that they are still able to request areas of concern to be reviewed by RSM during the year. This may mean re-prioritisation needs to take place by Senior Management.</p>	
11.	<p>Tactical Leadership Team Update Report</p> <p><u>Information Governance</u></p> <p>JM provided an overview of the report to the members.</p> <p>Chair thanked JM for both the reports and was pleased she could see the progress made in a short timescale.</p> <p><u>Performance Indicators</u></p>	

No.	Discussion	Outcome / Decision
	<p>Noted</p> <p><u>Corporate Risk Management</u></p> <p>Member questioned if the risks identified were peculiar for North Yorkshire or more common across other fire services and if the risks on recruitment and retentions should be identified as two separate risks? JM advised that the risks are very much across all the fire services, however our rural location does make it more difficult.</p> <p>Member requested to see more detail behind the risk register in a close session.</p> <p>MP and SD provided an update on the recent visit from the Home Office and will provide an update on their decisions when they are received.</p> <p><u>HMICFRS Outcome Action Plan and Progress</u></p> <p>Noted</p> <p><u>Data Protection</u></p> <p>Members thanked JM for the detail provided under the Data Protection Report but noted that it did include a great deal of technical data and information. As such members would appreciate a briefing in 6 months on the continuing issues being faced and a short briefing on data protection requirements.</p> <p>Action JM to brief members in 6 months time on DP requirements and continuing issues in 6 months time.</p>	
12.	<p>AOB</p> <p>SD updated members that the commissioner had formally received Chief Fire Officer Fosters resignation. CFO Foster's retirement will come just short of 40 years' service, including serving time as a retained-on call firefighter at in the initial part of his service. SD said that John has done an extraordinary job at all levels of the organisation including acting into the role of chief fire officer for several months. PFCC has as warmly congratulated John on his service, which will be in mid-June.</p> <p>SD advised that the Commissioner's recruitment campaign for a permanent Chief Fire Officer will commence imminently.</p> <p>Chair and members offered their thanks to John on his service.</p>	

No.	Discussion	Outcome / Decision
13.	<u>Dates of future meetings</u> 20th September 2022 13th December 2022 21st March 2023 20th June 2023	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
10c	Members to meet and discuss training opportunities. SY to set up a Teams meeting for the above by early November. Carried over for Asim / Becky to discuss individuals training with the members	AA	23.09.2020	15.12.2020 November 2021	27/01/22
11	To discuss the findings of the Procurement Audit in detail prior to the next audit meeting.	BH/SC	16.03.2021	22.06.21	27/01/22
12	Payroll: SC to discuss with CG the process around overpayment (1.1) instead of recouping overpayment that additional payment is made via Bacs.	SC / RSM	27.01.2022 15.03.2022	15.03.2022	
13	Compliance review: BH asked RW for an update on the exact ownership and how this is being monitored. SD to provide an update after the next SLT	SD	27.01.2022 15.03.2022		
14	MP to liaise with JG before June AC to discuss the 2020/21 SOA and AGS	MP	15.03.2022	21.06.2022	Met 17 th May
15	JM to brief members in 6 months time on DP requirements and continuing issues ML (Compliance Manager & Data Protection Office) to be invited to the September pre meet.	JM / ML	15.03.2022	20.09.2022	

The next meeting of the IAC will take place at 10:30 on 21st June 2022 as a hybrid meeting hosted both at HQ and via Teams