

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 21st March 2023

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
Stuart Green (SG)	Independent Member
Michael Porter (MP)	PFCC's Chief Finance Officer 151
Philip Church (PC)	Internal Audit (RSM)
Roman Pronyszyn (RP)	Independent Member
Damian Henderson	Area Manager – Director of Service improvement and Assurance
Heather Cook	Member
Gavin Barker (GB)	Mazars
Donald Stone (DS)	Risk and Assurance manager
Abi Medic (AM)	Mazars
Holly Adams (HA)	Internal Audit (RSM)
Fiona Kinnear	OPFCC - Fire Rescue Authority manager

Shain Yapp (SY)	Personal Assistant, Executive Support for the Chief Officer Team
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Apologies

Name	Role
Matthew Walker (MW)	Deputy Chief Fire Officer North Yorkshire
Caroline Blackburn (CB)	Governance & Assurance Lead
Rena Brown (RB)	Acting enable NY Managing Director
Claire Godfry (CG)	Head of finance

Items and Decisions:

No.	Discussion	Outcome / Decision
1.	Attendance and Apologies Apologies noted.	
2.	Declaration of Interest RP Pronyszyn declared an interest as a Parish Councillor in an area covered by North Yorkshire Police and Fire services,	For information
3.	Minutes and Actions of the previous meeting The minutes of the previous meeting 29 th November 2022 were approved by the Chair. Actions updated.	
4.	Matters Arising Procurement Progress Report: MP provided update to members. Advising that ongoing work is in progress. Further update/review from internal audit due in current financial year.	

No.	Discussion	Outcome / Decision
	<p>Risk Management Strategy Policy: JM discussed the policy with members. RP raised queries on the policy documents, JM will share Scoring Matrix with members after the meeting. JM discussed policy with members. RP had queries ref the policy documents, JM will share the scoring matrix with members after the meeting.</p>	
5.	<p>Previous Annual Governance Statement update MP provided an update on the progress Chair advised the committee that she has had the assurance throughout the year and any queries that have been raised have been addressed. The members are looking forwards to seeing the completed document in the June meeting</p>	
6.	<p>External Audit: Audit Completion Report GM and AM provided a verbal update to the committee. Member queried the impact the tight timelines have on staff wellbeing. Gavin advised that a meeting has been set up between himself and the Officers to discuss this point. MP shared with the committee that we are working internally to produce the set of accounts by the end of May with the expectation they come to the June meeting. It was agreed the final set of accounts would be brought to the meeting on the 30th of November. Chair assured the members she would review the accounts as she did last year again between meetings.</p>	
7.	<p>IAC Forward Planner Chair assured the committee that she was content with the detail on the forward planner.</p>	
8.	<p>Tactical Leadership Team Update Report</p> <ul style="list-style-type: none"> • Information Governance <p>DH shared with the members that Site Audits and Masterclasses were held in November 2022 these were extremely positive.</p> <p>DH advised that currently they are waiting for guidance of the changes to the legislation on Data Protection and Digital information.</p> <p>NPCC Data Management project is progressing, and the data management standards are almost complete, final draft is subject to peer review.</p> <p>The CFO and DCFO have attended SIRO training. Area Manager DH to attend in June 2023</p> <ul style="list-style-type: none"> • Performance Indicators <p>No questions raised.</p>	

No.	Discussion	Outcome / Decision
	<ul style="list-style-type: none"> • Corporate Risk Management <p>Chair was pleased that members can see the transparency of risk, member extended his thanks and asked if the print could be clearer.</p> <p>MP advised that risk management was captured as part of the Annual Governance Statement.</p> <p>No questions raised.</p> <ul style="list-style-type: none"> • Health and Safety <p>Chair requested that the embedded document is sent to members separately due to an access issue.</p>	Action 27
9.	<p>Internal Audit</p> <ul style="list-style-type: none"> • Progress paper <p>The Chair thanked RSM for their reports, advising that some of the internal control works needed to be strengthened.</p> <ul style="list-style-type: none"> • On-call Fire Fighter Recruitment (currently in draft) <p>Member suggested that it is quite a concerning report particularly the underlying lack of training and poor record keeping, which is a pattern throughout.</p> <ul style="list-style-type: none"> • Follow Up of Previous Internal Audit <p>It was requested that PC and MP meet and discuss the risks, and that they are covered off by somebody in terms of assurance and have a look to see if there is anything that internal audit can help with on a review just to make sure that we are not exposed to any further identified risk.</p> <ul style="list-style-type: none"> • Sector briefing <p>For information, no questioned raised.</p>	
10.	<p>Internal Audit Plan 2023-24</p> <p>PC shared the draft plan for 23/24 which has a three-year strategy that goes into 25/26, the strategy is reviewed annually with the management team.</p> <p>Chair and members thanked Philp on completing their first year with NYFRS.</p>	

No.	Discussion	Outcome / Decision
11.	<p>Corporate Governance Framework FC provided a verbal update on the Internal Governance Structures, advising no immediate issue were raised. Report to be brought back to the June meeting.</p>	Action 28
12.	<p>Terms of Reference Review The members were offered time to review and consider the TORs, it was agreed that other than very slight changes which would be captured by MP the ToRs were to be noted as agreed. The Chair approved the SOW advising RP would be Chairing the November meeting. MP suggested that the TLT paper be split into individual sections to offer transparency and allow publication.</p>	Action 29
12b	<p>Accessibility and Transparency review SD provided a verbal update to the members advising that the paper is available for their perusal. Due to time constraints the members hadn't yet viewed this so agreed it would be brought back to the next meeting as an agenda item. The Chair requested that the meeting papers must be submitted two weeks prior to the meetings, this to enable sufficient administration time, as well as providing reading time for the members. All late papers after the deadline are to be submitted by exception under AOB after being approved by the Chair.</p> <p>The Chair has requested a pre - meet</p>	Action 30
13.	<p><u>Dates of future meetings</u> 20th June 2023 19th September 2023 30th November 2023 19th March 2024</p>	
14.	AOB	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
25	Matters Arising: Risk Management Strategy Policy: JM to provide detail of how risk scores are arrived at	JM	29.11.22	21.03.23	Closed 21.03.23
26	External Audit: GB to provide update on Mazars team and their resources	GB	29.11.22	21.03.23	Closed 21.03.23
27	Health and Safety Chair requested that the embedded document is sent to members separately due to an access issue.	DH	21.03.23	20.06.23	
28	Corporate Governance Framework Report to be brought back to the June meeting	FK	21.03.23	Item to be presented 20.06 23	
29	Tactical Leadership Team Update Report To be split into individual sections and be available to publish.	MW	21.03.23	20.06.23	
30	Accessibility and Transparency review To be brought to the June meeting, added to the end of the agenda due to time constraints in facilitating a pre meet.	SD	21.03.23	Item to be presented 20.06 23	

The next meeting of the IAC will take place at 10:30 on 20th June as a hybrid meeting hosted both at HQ and via Teams