

NORTH YORKSHIRE POLICE, FIRE AND CRIME COMMISSIONER

NORTH YORKSHIRE FIRE AND RESCUE SERVICE

Independent Audit Committee

Meeting: Independent Audit Committee

Time and date: Tuesday 19th September

Location: Via Microsoft Teams

Chair: Jo Gleeson (JG)

Attendees:

Name	Role
Mat Walker (MW)	Deputy Chief Fire Officer
Simon Dennis (SD)	Chief Executive Officer/Monitoring Officer, OPFCC
Chris Rowlands (CR)	Member
Heather Cook (HC)	Member
Michael Porter (MP)	PFCC's Chief Finance Officer 151
Gordon McQueen (GM)	Head of ICT
Phil Church (PC)	RSM
Damian Henderson (DH)	Area Manager – Director of Service improvement and Assurance
Claire Godfrey (CG)	Head of Finance
Donald Stone (DS)	Risk and Planning Manager
Fiona Kinnear (FK)	OPFCC - Fire Rescue Authority manager
Caroline Blackburn (CB)	Governance & Assurance Lead
Naomi Mackenzie (NM)	Data Protection Officer
Shain Yapp (SY)	Personal Assistant, Executive Support for the Chief Officer Team

Apologies

Name	Role
Roman Pronyszyn	Member
Gavin Barker	Mazars
Stuart Green	Member
Lisa Stitt	Assistant Chief Officer

Items and Decisions:

No.	Discussion	Outcome / Decision
1.	Attendance and Apologies Apologies noted.	
2.	Declaration of Interest There was no declaration of interest.	For information
3.	Minutes and Actions of the previous meeting The minutes of the previous meeting 20 th June 2023	
4.	External Audits: AM provided a short summary of the reports. It was requested by the Chair that due to receiving late papers, any questions raised by members needed to be sent to SY to collate and send on to Mazars for response. AM opened for questions. Member questioned about PFA finding was keen to understand this out of the meeting. AM to prepare a paper and send to members. Chair requested on consistency to the use of words between service and authority and to check the report for spelling errors before publication.	Action 32 Action 33 Action 34
5.	Forward Planner For noting SD asked if a paper on devolution could be added to the forward planner, however dates cannot be secured at this point. MP advised that the next meetings are in November and March, therefore the alternative option is to discuss outside the meeting to understand where the IAC fit in the new process. Members agreed to another meeting.	Action 35
6.	Tactical Leadership Team Update Report TLT report:	

No.	Discussion	Outcome / Decision
	<p>MW advised that the senior leadership team are currently reviewing the meeting and the Governance structures with the support of CB, updates will be provided to the committee on completion.</p> <p>Manchester Arena: MW shared that the service has completed the Manchester Arena inquiry recommendations. Strategic analysis has been carried out by the NFCC.</p> <p>Strike action: MW shared that strike action would cause significant impact on the service, because of this NYFRS pulled a specialist team to work on Business Continuity. This will ensure that that the statutory duties were fulfilled.</p> <p>DBS: MW advised that all staff are required to be DBS checked by March 2024. To manage this a safeguarding and compliance group has been formed to hold NYFRS to account.</p> <p>Member asked how the committee will see the progress. MW advised that compliance group will feed back to SLT. Chair said she was looking forward to hearing the progress.</p> <p>HMICFRS Inspection – Culture and Values NYFRS are embarking on a service wide academic review, working with Huddersfield University, to develop a researching toolkit and framework.</p> <p>Performance DH ran through the main areas, advising the members the meeting is held monthly, uplifted into SLT and the Online Public Meeting. Over the past six months this pack has progressed considerably with additional detail. Chair thanked DH on the report, commenting on its consistency and the good examples of work done on prevention.</p> <p>Chair commented that although it was good to see FSA training; are the gaps being filled? DH assured the Chair that a plan is being put in place to fill the gaps.</p> <p>Chair commented that the Health and Safety summary were very assuring, especially that reviews are being carried out and taking the learning forward.</p> <p>Risk Management DS introduced the report to members, providing commentary from the Risk and Assurance Board. DS to send out papers to CR via SY Chair advised the new members to link in with DS for further understanding of the Risk Management process. Member asked if there are any additional assurance work happening other than ID cards. DS advised that the Security Policy Framework is included in the Internal Audit plan for 23/24.</p>	<p>Action 36</p>

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	<p>RAAC CB advised the members, that this item will be considered for the next Risk and Assurance Board for both NYP and NYFRS. MW advised comms to have gone out to staff, to consider this as operational commanders. This is being added to the Risk Register.</p> <p>Health and Safety No questions raised</p> <p>SIRO report Closed session</p>	
7.	<p>Fire Audit Committee Annual Report MP suggested any comments can be sent to him and he will make the amends. JC thanked MP for capturing the report on the members behalf. Members comment to note. Chair, commented on the closure of accounts, realising it is not in everyone's control and this is a big issue, the offer of help and assistant is extended and assistant if required. Compliments and complaints; previously it was a regular update, please can these be reinstated.</p>	
8.	<p>HMICFRS DH provided a comprehensive update on the significant amount of work done around the Causes of Concern. Five inspection officers carried out interviews with senior responsible owners and then held a focus group with Middle managers, positive initial feedback was shared.</p> <p>DH reminded the committee that Cause of concern can only be closed by HMICFRS.</p> <p>Chair checked if sufficient resources are available to the Senior responsible owners, DH assured the members that this had been considered.</p> <p>DH advised that at the last HMICFRS meeting held, all the recommendations and actions should be closed by the end of this year.</p> <p>MW advised that the culture and values time frames were challenging, NYFRS are working on this but the processes such as procurement can often hinder the process and period.</p> <p>DH to send a copy of the formal feedback to the Chair when received.</p>	<p>Action 37</p>
9.	<p>Health and Safety Member asked a question on breathing apparatus. MW responded that this is a blip that is being investigated. These incidents have only been found in the training environment and mitigations have been put in place.</p>	

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	Training – Learn pro, currently due diligence is in place including, cross checking staff leavers and accuracy of recording.	
10.	<p>Internal Audit Internal Audit - Progress Report No questions raised</p> <p>ICT Maintenance and Updates Closed item</p> <p>Head of Internal Audit Opinion No questions raised</p> <p>Sector briefing No questions raised</p>	
11.	<p><u>Dates of future meetings</u> 30th November 2023 19th March 2024 18th June 2024</p>	
12.	AOB	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
27	<p>Corporate Governance Framework Previous Annual Governance Statement update: Report to be brought back to the June meeting. 20.06.2023 Section closed. Action 31 opened</p>	MP/ DS	21.03.23	20.06 23	Closed 20.06.2023
29	<p>Forward Planner Chair requested that the TLT reports are showed separately on the forward planner.</p>	MP/ SY	20.06.23		Closed 19.09.2023
30	<p>Risk and Assurance DS to send out the papers to Heather and Roman for consideration separately.</p>	DS	20.06.223	Complete 19.07.23	Closed 19.09.2023
31	<p>H&S report It has been six months since the last time the members have had sight of the H&S report and must be separate document. They have requested this report be a separate report going forwards</p>	MW/ DH	20.06.2023	19.09.2023	Closed 19.09.2023

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32	<p>Devolution updates: SD asked if a paper on devolution could be added to the forward planner, however dates cannot be secured at this point. MP advised that the next meetings are in November and March, therefore the alternative option is to discuss outside the meeting to understand where the IAC fit in the new process. Members agreed to another meeting.</p>	SD	Open date Preferably prior to March or this may happen outside the meeting.	Prior to March Meeting	
33	<p>External Audits: Chair requested on consistency to the use of words between service and authority and to check the report for spelling errors before publication.</p>	AM	19.09.2023	30.11.2023	
34	<p>External Audits: AM provided a short summary of the reports. It was requested by the Chair that due to receiving late papers, any questions raised by members needed to be sent to SY to collate and send on to Mazars for response.</p>	AM	19.09.2023	30.11.2023	
	<p>External Audits: AM opened for questions. Member questioned about PFA finding was keen to understand this out of the meeting. AM to prepare a paper and send to members.</p>	AM	19.09.2023	30.11.2023	
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36	<p>Risk Management: DS introduced the report to members, providing commentary from the Risk and Assurance Board. DS to send out papers to CR via SY</p>	DS	19.09.2003	30.11.2023	
37	<p>HMICFRS: DH to send a copy of the formal feedback to the Chair when received.</p>	DH	19.09.2023	30.11.2023	

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38	Annual Accounts: Chair reminded the committee that she will link in with MP and discuss the accounts when complete, this will be before the November meeting.	Chair	19.09.2023	30.11.2023	

The next meeting of the IAC will take place at 11:00 on 30th November as a hybrid meeting hosted both at HQ and via Teams