

NORTH YORKSHIRE POLICE, FIRE AND CRIME COMMISSIONER

NORTH YORKSHIRE FIRE AND RESCUE SERVICE

Independent Audit Committee

Meeting: Independent Audit Committee
Time and date: Thursday 11th April 2024
Location: **Haigh, Alverton Court &** Via Microsoft Teams
Chair: Jo Gleeson

Attendees:

Name	Role
Michael Porter (MP)	PFCC's Chief Finance Officer 151
Mat Walker (MW)	Deputy Chief Fire Officer
Phil Church (PC)	RSM
Damian Henderson (DH)	Area Manager – Director of Service improvement and Assurance
Gillian Havelock (GH)	Risk and Planning Manager
Fiona Kinnear (FK)	OPFCC - Fire Rescue Authority manager
Stuart Green (SG)	Member
Gavin Barker (GB)	Mazars
Abi Medic (AM)	Mazars
Claire Godfrey (CG)	Head of Finance
Lisa Stitt (LS)	Assistant Chief Officer
Holly Adams (HA)	RSM
Mark Naylor (MN)	Group Manager

Lisa Stitt (LS)	Assistant Chief Officer
Shain Yapp (SY)	Personal Assistant, Executive Support for the Chief Officer Team

Apologies

Name	Role
Rebecca Barren (RB)	Head of BDA
Roman Pronyszyn	Member
Simon Dennis (SD)	Chief Executive Officer/Monitoring Officer, OPFCC
Christoper Rowlands	Member
Lucy Partridge	Data Protection Officer
Naomi Mackenzie (NM)	Data Protection 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 30 th November 2023 were agreed.	
4.	Matters Arising For noting: Awareness for members of any matters in relation to the previous agenda/minutes which have occurred since the last meeting.	
5.	Forward Planner MP shared with the members that he had previously omitted to add Health and Safety to the Terms of Reference which he will do going forwards. MP advised. changes may be required to the Forward Planner as the Mayoral Combined Authority progresses. Members agreed on the Terms of Reference.	

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	<p>Members requested item 3, which is Information Governance, item 4 Health and Safety and item 5 Risk, are to come to the meetings twice a year. Performance Indicators to remain as they are. The Chair requested complaints be captured within one of the reports.</p>	
6.	<p>Tactical Leadership Team Update Report</p> <p>Information Governance: Member asked for assurance around training. DH advised that the issues have been ratified since the report was circulated.</p> <p>Corporate Risk Management: Members thanked DS for his support and wished him well in his new employment. The Chair thanked everyone who worked on the report, saying, the reports read well. Members are receiving the assurance and the procedural understanding of business risk is now understood and owned.</p> <p>Performance Indicator: No questions raised.</p> <p>Productivity and Efficiency: DH update the members that both he and MP produced this report, this being the second submission. Member queried about the cashable saving and how these have been determined. MP advised all cashable savings have been delivered through process. Chair said the report reads well, and there are no unexpected surprises. There is some difficult reading, which is being addressed. MP shared that the organisation has done a significant amount of work, however financial constraint means that sometimes it takes longer to achieve what is required.</p>	
7.	<p>Health and Safety: MW provided additional updates, including details on contaminate. NYFRS are working closely with universities and a number of other academic institution. A subgroup has been formed to look at contaminants as a standalone item under Health and Safety. Chair queried the figures on RTC.</p>	
8.	<p>HMICFRS Reports: DH provided a brief update, including the Causes of Concern, Areas of Improvement and Cultures and Values. Looking forward now to the next inspection, we are now looking at the characteristics of good by building evidence. Ensuring Corporate narrative is addressed. 50.04</p>	
9.	<p>Previous Annual Governance Statement actions update. MP shared with the members that the report provides updates to the members, sharing that the significant actions have been addressed. MP advised that the action to make continued improvements will be the focus.</p>	
10.	<p>RSM</p> <p>Internal Audit</p> <ul style="list-style-type: none"> • Progress paper 	

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	<p>PC provided a synopsis of the report, predicting a second year of negative judgment at year end. GB advised external audits will formulate their judgment when the report is completed.</p> <ul style="list-style-type: none"> • Sector briefing No questions raised. • Estates Management HA provided a short brief on the report. LS provided an update to the members, advising that a full audit of the building conditions has been completed by the estates team, this process is being managed by the new Head of Estates. Member stated that they are somewhat assured we are moving on. However mindful of the revolving changes, particularly around enable, are the resources adequate, and can assurance on quality of the data be given. LS advised that some additional skills are required, these may need to be bought in. Quality of the Data is still being assessed. MP advised, some significant decisions may need to be made around how we progress, some buildings may need to be replaced if not cost effective to replace. This will have financial implications that will need to be considered when we have further understood. Chair asked what the cost prohibition is around linkage with ICT. LS advised she wasn't aware of any and would provide an update in the next couple of months when the detail of the report is understood. • Grenfell Action Plans No questions raised. • Supplier Payments: Process and Control CG reported that 5 out of the 9 actions were complete and another will be complete as at 31/7/24. The remaining actions (3, 4 and 5) are due for completion by 31/12/2024 which are being led by the Head of Enable Finance who is working with the Procurement Manager to review and improve Procurement processes. It was suggested that a progress update be brought to IAC later in the year. It also was noted that the report highlights the lack of a centralised process for Procurement in Fire, along with no integrated Finance system. JG stated that IAC would like to be fully sighted on future developments. • Internal Audit Plan 2024/25 Paper for decision, the plan was developed jointly with Chief Fire Office, Deputy Chief Fire Officer, and Michael Porter. 	

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	Members were pleased to see the training is being considered and would like to see procurement reflected in the plan. Payroll process needs to be considered around Mayoral changes. Plan was approved by the members.	
11.	External Audits: GB advise he will be rotated to another function and NYFRS will be supported by James Collins and Abi Medic. MP shared his concerns around the delay of the close down of accounts and the additional challenges this brings, taking in consideration the changes from PFCC to Mayor in its self-will be challenging process. Chair thanked GB for all his time as audit lead and wished him well.	
12.	Overview of implications for Governance from Devolution: SD was called away on an urgent matter, MP provided a brief update in his absence.	
13.	<u>Dates of future meetings</u> 25 th June 2024 19 th September 2024 28 th November 2024 18 th March 2025	
14.	AOB	

Actions Agreed:

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
35	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. 11.04.2024: MP provided a brief update in SD's absence	SD	Open date Preferably prior to March or this may happen outside the meeting. 25 th June 2024		

The next meeting of the IAC will take place at 15:00 on 25th June 2024 as a hybrid meeting hosted both at HQ and via Teams