



Agenda for the Meeting of the Audit and Governance Committee

Thursday, 30th July 2020

At

6.30 pm

This meeting of the Audit and Governance Committee is being held online in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The Authority supports the principles of openness and transparency. To enable members of the press and public to see or hear the meeting this meeting will be livestreamed:

<https://www.youtube.com/user/RoyalBerkshireFRS>

For further information regarding this meeting, please contact:

Committee Team

0118 938 4611

E-Mail at committeeteam@rbfrs.co.uk

Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD



MEETING: **Audit and Governance Committee Meeting**

DATE AND TIME: **Thursday, 30th July 2020 at 6.30 pm**

REMOTE MEETING: <https://www.youtube.com/user/RoyalBerkshireFRS>

S U M M O N S

You are hereby summoned to attend the meeting of the Royal Berkshire Fire Authority at the time, date and venue indicated above, when it is proposed to deal with the business set out in the enclosed Agenda.

A handwritten signature in black ink, appearing to read 'Graham Britten'.

GRAHAM BRITTEN

Monitoring Officer

To: Members of the Audit and Governance Committee:

Councillor Christine Bateson	Councillor Tony Linden
Councillor Jane Stanford-Beale	Councillor Harjinder Minhas
Councillor Dennis Benneyworth	Councillor Garth Simpson
Councillor Christine Hulme	Councillor Simon Werner
Councillor Tina McKenzie-Boyle	

Copy to: Senior Leadership Team (SLT), Royal Berkshire Fire and Rescue Service

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AGENDA

- 1. Election of Chairman for the 2020/21 Municipal Year**
- 2. Appointment of the Vice-Chairman for the 2020/21 Municipal Year**
- 3. Apologies for Absence**
- 4. Declarations of Interest**

Purpose:

To receive Declarations of Interest from Councillors relating to items to be considered at the meeting, in accordance with the provisions of the Fire Authority's Local Code of Conduct, and any from Officers.

- 5. Minutes of the Meeting held on 27 January 2020 (Pages 5 - 10)**

Recommendation:

That the Minutes of the meeting held on 27 January 2020, be confirmed as a correct record and signed by the Chairman.

- 6. Consideration of any matters properly referred to this Committee for decision**

- 7. Internal Audit Update (Pages 11 - 66)**

Purpose:

To note the 2019/20 Annual Report and to agree the 2020/21 Internal Audit Plan.

- 8. External Audit Update (Pages 67 - 110)**

Purpose:

To note the update from the External Auditor and to agree that the Chairman of

the Audit and Governance Committee writes to EY on behalf of the Committee.

9. Members' Handbook and Constitutional Amendments *(Pages 111 - 166)*

Purpose:

To note the contents of the report and to agree the proposed recommendations to the Fire Authority.

10. Annual Report on Governance *(Pages 167 - 178)*

Purpose:

To note the Annual Report on Governance and recommend the Annual Report to the Fire Authority on 16 November 2020.

11. Member Development 2019/20 Annual Report and Action Plan *(Pages 179 - 190)*

Purpose:

To note the Member Development Annual Report and the 2020-23 Member Development Action Plan.

12. Annual Report 2019/20 *(Pages 191 - 234)*

Purpose:

To note the Annual Report for publication externally.

13. Quarterly Performance Reports 2019/20 Quarter 3 and Quarter 4 *(Pages 235 - 238)*

Purpose:

To note the contents of the report and to discuss and agree any further actions, if appropriate.

Please note Q3 and Q4 Performance Reports are printed on a separate cover.

14. Date of next meeting

30 September 2020, at 6.30pm. Venue to be confirmed.
