



**Agenda
for the Meeting
of the
Audit and Governance Committee**

Tuesday, 17th September, 2019

At

6.30 pm

RBFRS Headquarters
Lynda Kenyon Suite
Newsham Court
Pincents Kiln
Calcot
Reading
Berkshire
RG31 7SD

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

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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 light buffet will be provided.

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

GRAHAM BRITTEN
Monitoring Officer

To: Members of the Audit and Governance Committee:

Councillor Simon Werner	Councillor Graham Howe
Councillor Satpal Parmar	Councillor Tony Linden
Councillor Christine Bateson	Councillor Tina McKenzie-Boyle
Councillor Dennis Benneyworth	Councillor Jane Stanford-Beale
Councillor Tricia Brown	

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

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AGENDA

- 1. Apologies for Absence**
- 2. 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.

- 3. Minutes of the Meeting held on 11 March and 26 June 2019** (*Pages 5 - 22*)

Recommendation:

That the minutes of the meeting held on 11 March and 26 June 2019, be confirmed as a correct record and signed by the Chairman.

- 4. Internal Audit Update** (*Pages 23 - 62*)

Purpose:

To receive for note the 2018/19 Annual Report, and Audit Progress Report.

- 5. External Audit Update** (*Pages 63 - 66*)

Purpose:

To receive for note a verbal update from the External Auditor.

6. Grievance, Bullying and Harassment Policy (which includes the complaints procedure); Anti-Fraud, Bribery and Corruption Policy and Disciplinary Policy (Pages 67 - 100)

Purpose:

To approve the revised policies listed in the report subject to any further amendments the Committee may wish to make.

7. Annual Report 2018/19 (Pages 101 - 138)

Purpose:

To note the Annual Report for publication externally, and note Q4 Strategic Performance Report.

Q4 Strategic Performance Report is printed under a separate cover.

8. Quarterly Performance Report Quarter 2019/20 Quarter 1 (April - June 2019) (Pages 139 - 142)

Purpose:

To provide the Committee with an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) Quarter 1.

Q1 Performance Report is printed under a separate cover.

9. Date of next meeting

Monday, 4 November 2019, at 6.30pm, Lynda Kenyon Suite, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.
