



Agenda for the Meeting of the Audit and Governance Committee

Tuesday, 3rd November 2020

At

6.30 pm

The Royal Berkshire Fire Authority's 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: Tuesday, 3rd November 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. 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 30 July 2020 (Pages 7 - 12)

Recommendation:

That the minutes of the meeting held on 30 July 2020 be confirmed as a correct record and signed by the Chairman.

4. Consideration of any matters properly referred to this Committee for decision

Recommendation:

Members to note that there have not been any matters properly referred to this Committee for decision.

5. External Audit Report (Pages 13 - 22)

Purpose:

To receive for note an update from the External Auditors, and to note the contents of the letter sent by the Committee Chairman to EY regarding their proposed fee increase and EY's response.

6. Budget and Medium Financial Plan Assumptions Presentation

Purpose:

To receive for note a presentation on the Budget and Medium Term Financial

Plan Assumptions.

7. Emergency Services Mobile Communications Programme Presentation

Purpose:

To receive a presentation on Emergency Services Mobile Communications Programme.

8. Annual Governance Statement (Pages 23 - 48)

Purpose:

To agree the Annual Governance Statement 2019/20.

9. Local Government Ethical Standards: Committee on Standards in Public Life (Pages 49 - 68)

Purpose:

To recommend to the Fire Authority to note the findings and actions from the audit against best practice made by the Committee on Standards in Public Life, and to recommend to the Fire Authority to agree the contents in the report.

10. Amendments to Contract and Financial Regulations (Pages 69 - 116)

Purpose:

To recommend to the Fire Authority that the amended Contract and Financial Regulations be agreed.

11. Employee Code of Conduct (Pages 117 - 128)

Purpose:

To approve the revised Employee Code of Conduct.

12. Quarterly Performance Report - Quarter 1 (Pages 129 - 132)

Purpose:

To receive for note the performance against Service Provision and Corporate Health measures for the targets agreed by the Fire Authority for 2020/21.

Appendix A – Quarterly Performance report is printed under a separate cover.

13. Date of next meeting

Thursday, 28 January, 2021 at 6.30pm. Venue to be confirmed.
