



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

**Wednesday, 31st March 2021**

**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](mailto:committeeteam@rbfrs.co.uk)

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



**MEETING:** Audit and Governance Committee Meeting  
**DATE AND TIME:** Wednesday, 31st March 2021 at 6.30pm  
**REMOTE MEETING:** <https://www.youtube.com/user/RoyalBerkshireFRS>

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

**GRAHAM BRITTEN**  
Monitoring Officer

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**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	Councillor Pauline Helliard-Symons

**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 28 January 2021 (Pages 5 - 10)**

Recommendation:

That the minutes of the meeting held on 28 January 2021 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. Member Development Annual Report and Action Plan (Pages 11 - 26)**

Purpose:

To note the Member Development Annual Report, progress of the 2020/23 Member Development Action Plan, and results of Member Development Survey.

**6. Internal Audit Update and 2021/22 Internal Audit Plan (Pages 27 - 92)**

Purpose:

To approve the 2021/22 Audit Plan, and to note the Internal Audit Progress Report.

**7. External Audit Report**

Purpose:

To receive a verbal update from the External Auditors.

**8. Amended Fire Authority Terms of Reference (Pages 93 - 102)**

Purpose:

To recommend the amended Fire Authority Terms of Reference to the Fire Authority for approval.

**9. Annual Statement of Assurance 2019/20 (Pages 103 - 128)**

Purpose:

To agree the 2019/20 Statement of Assurance.

**10. Gender Pay Gap Report 2020 (Pages 129 - 142)**

Purpose:

To note the Gender Pay Gap Report and Action Plan.

**11. Annual Report on Governance (Pages 143 - 152)**

Purpose:

To recommend for note the Annual Report on Governance to the Fire Authority on 30 June 2021.

**12. Quarterly Performance Report 2020/21 - Quarter 3 (October to December 2020) (Pages 153 - 156)**

Purpose:

To receive for note an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) quarter 3 performance for the 2020/21 financial year.

Quarter 3 Performance Report is printed under a separate cover.

**13. Date of next meeting**

Monday 19 July 2021, at 6.30pm. Venue to be confirmed. Members of the public will be able to view this meeting on Royal Berkshire Fire and Rescue Service YouTube Page.

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