



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

**Tuesday, 16th July, 2024**

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

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



**MEETING:** Audit and Governance Committee Meeting

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Calcot  
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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 Greg Bello	Councillor Dave McElroy
Councillor Dennis Benneyworth	Councillor Owen Jeffery
Councillor Tricia Brown	Councillor Neel Rana
Councillor Billy Drummond	Councillor Lou Timlin

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

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## **AGENDA**

- 1. Election of Chair for 2024/25 Municipal Year**
- 2. Appointment of Vice-Chair for the 2024/25 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 28 March 2024 (Pages 7 - 12)**

Recommendation:

That the Minutes of the meeting and any recorded actions held on 28 March 2024 be confirmed as a correct record and signed by the Chair.

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

There were no matters properly referred to this Committee for decision.

- 7. External Audit Update (Pages 13 - 44)**

Purpose:

To note updates from both External Audit firms (EY and new Auditors, Grant Thornton) and to note the Audit Plan for the 2023/24 Statement of Accounts.

**8. Internal Audit Update** *(Pages 45 - 84)*

Purpose:

To note RSM's Annual Report and Internal Audit Plan for 2024/25.

**9. Local Pensions Board - Annual Report** *(Pages 85 - 92)*

Purpose:

To note the Pension Board Annual update, and approve the appointment of Jim Powell (Area Manager Collaboration and Policy) as Pension Board Chair.

**10. Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management Code Report** *(Pages 93 - 106)*

Purpose:

To note the contents as presented in the CIPFA Financial Management Code report (Appendix A).

**11. Discipline and Complaints Effectiveness Assessment 2023/24** *(Pages 107 - 132)*

Purpose:

To note the details of the Discipline and Complaints Effectiveness Assessment report.

**12. Quarterly Performance Report 2023/24 Quarter 4 (January - March 2024)** *(Pages 133 - 218)*

Purpose:

To note Royal Berkshire Fire and Rescue Service's (RBFRS) quarter 4 performance for the 2023/24 financial year.

**13. Forward Plan** *(Pages 219 - 222)*

Purpose:

To note the Forward Plan.

**14. Date of next meeting**

Monday 21 October 2024, at 6.30pm, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

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