



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

Wednesday, 28th September, 2016

At

6.30 pm

‘To follow’ Items 9 and 11

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 4610 / 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: Wednesday, 28th September, 2016 at 6.30 pm

VENUE: Lynda Kenyon Suite
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Calcot
Reading, Berkshire RG31 7SD

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 be 'T. Ferguson'.

TREVOR FERGUSON
Monitoring Officer

To: Members of the Audit and Governance Committee:

Councillor Mohammed Rasib	Councillor Ishrat Shah
Councillor Iain McCracken	Councillor Adrian Edwards
Councillor Aliastair Auty	Councillor John Ennis
Councillor Carol Jackson-Doerge	Councillor Philip Mirfin
Councillor Christine Bateson	

Copy to: Principal Officers, Royal Berkshire Fire and Rescue Services

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AGENDA

1. Apologies for Absence

Apologies received from Councillor Philip Mirfin.

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 July 2016 (Pages 1 - 12)

Recommendation:

That the Minutes of the meeting held on 28 July 2016 be confirmed as a correct record and signed by the Chairman.

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

There were no matters referred to this Committee for decision.

5. Internal Audit Update (Pages 13 - 40)

Purpose:

To inform the Committee of the outcome of audit activity during 2016/17.

6. Annual Governance Statement 2015/16 (Pages 41 - 50)

Purpose:

To approve the 2015/16 Annual Governance Statement.

7. Audit Results Report - ISA 260 Management Representation Letter, Statement of Accounts 2015/16 and Treasury Management Report 2015/16 (Pages 51 - 180)

Purpose:

To note the contents of the Audit Results Report, approve the management representation letter and Statement of Accounts and recommend the Treasury Management Report to the Fire Authority.

8. Draft Statement of Assurance (Pages 181 - 200)

Purpose:

To note the summary judgements within the Statement of Assurance for each of the four key areas of finance, governance, operations and delivering the National Framework and recommend the publication of the RBFA Statement of Assurance 2015/16 to the Fire Authority.

9. Social Media Policy (Pages 201 - 204)

Purpose:

To note the updated Social Media Policy and recommend to the Fire Authority for approval.

10. Transition Fund Update (Pages 205 - 212)

Purpose:

To inform the Committee of bids which have been approved from the Transition fund and expenditure to the end of quarter 1 of 2016/17.

11. Quarterly Performance Report (2016/17) - Quarter 1 (April - June 2016) (Pages 213 - 278)

Purpose:

To provide the Committee with an overview of Royal Berkshire Fire and Rescue Service's (RBFRS) first quarter (April – June 2016) performance for the 2016/17 financial year.

12. Date of next meeting

Tuesday 6 December 2016 at 6.30pm, Room 301, RBFRS Headquarters, Newsham Court, Pincents Kiln, Calcot, Reading RG31 7SD.
