



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

Tuesday 11 December 2018

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 Jeff Brooks	Councillor Christine Bateson
Councillor Jan Gavin	Councillor Adrian Edwards
Councillor Dexter Smith	Councillor Iain McCracken
Councillor Satpal Parmar	Councillor Paul Bryant
Councillor Alistair Auty	

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 1 November 2018 (Pages 7 - 16)**

Recommendation:

That the Minutes of the meeting held on 1 November 2018 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 17 - 52)**

Purpose:

To present progress on the 2018/19 Audit Plan.

- 6. External Audit Update (Pages 53 - 90)**

Purpose:

To provide the Committee with an update from the External Auditors.

7. Royal Berkshire Fire Authority - Pay Policy Statement 2019/20 *(Pages 91 - 108)*

Purpose:

To note and recommend the draft Pay Policy Statement for 2019/20 to the Fire Authority for approval.

8. Annual Statement of Assurance 2017/18 *(Pages 109 - 130)*

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.

To agree the RBFA Statement of Assurance 2017/18 be approved for signature by the Chairman of the Authority and the Chairman of Audit and Governance Committee for publication.

9. 2019/20 Budget and Medium Term Assumptions and Risk Analysis Presentation

Purpose:

To provide members with the latest information in relation to the 2019/20 Budget and the Medium Term Assumptions and Risk Analysis.

10. Royal Berkshire Fire and Rescue Service - Gender Pay Gap Report *(Pages 131 - 140)*

Purpose:

To receive for note the contents of the report which will be submitted for publication on gov.uk website.

11. Quarterly Performance Report (2018/19) - Quarter 2 (July - September 2018) *(Pages 141 - 144)*

Purpose:

To provide the Committee with an overview of Royal Berkshire Fire and Rescue Service's (RBFPS) second quarter (July – September 2018) performance for the 2018/19 financial year.

Quarter 2 Strategic Performance Report is printed on a separate cover.

12. Pension Board Six Month Update *(Pages 145 - 150)*

Purpose:

To receive for note a six month update on the Pension Board.

13. Date of next meeting

Monday 11 March 2019 at 6.30pm, Room 301, RBFRS Headquarters,
Newsham Court, Pincents Kiln, Calcot, Reading, Berkshire RG31 7SD.

14. Exclusion of the Public (Pages 151 - 152)

Recommendation:

To Resolve that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following Agenda Items on the grounds that they involve the likely disclosure of exempt information, as defined in Paragraph 3 of Part I of Schedule 12A of the said Act indicated and is exempt information if, and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Categories of 'Exempt Information' under Schedule 12A of the Local Government Act 1972.

15. Part II Minutes of the meeting held on 1 November 2018 (Pages 153 - 156)

Recommendation:

That the Part II Minutes of the meeting held on 1 November 2018 be confirmed as a correct record and signed by the Chairman.
