

**NORTH YORKSHIRE POLICE, FIRE AND CRIME COMMISSIONER**

**NORTH YORKSHIRE FIRE AND RESCUE SERVICE**

**Independent Audit Committee**

**Meeting:** Joint Independent Audit Committee

**Time and date:** Tuesday 20<sup>th</sup> June 2023

**Location:** Via Microsoft Teams

**Chair:** Jo Gleeson (JG)

**Attendees:**

<b>Name</b>	<b>Role</b>
Simon Dennis (SD)	Chief Executive Officer/Monitoring Officer, OPFCC
Stuart Green (SG)	Independent Member
Michael Porter (MP)	PFCC's Chief Finance Officer 151
Gordon McQueen (GM)	T/ ACO enableNY
Dan Harris (DH)	Internal Audit (RSM)
Roman Pronyszyn (RP)	Independent Member
Damian Henderson (DH)	Area Manager – Director of Service improvement and Assurance
Gavin Barker (GB)	Mazars
Claire Godfrey (CG)	Head of Finance
Donald Stone (DS)	Risk and Planning Manager
Holly Adams (HA)	Internal Audit (RSM)
Fiona Kinnear (FK)	OPFCC - Fire Rescue Authority manager
Caroline Blackburn (CB)	Governance & Assurance Lead

Malwina Leszczynska	DPO
Shain Yapp (SY)	Personal Assistant, Executive Support for the Chief Officer Team

### Apologies

Name	Role
Matthew Walker (MW)	Deputy Chief Fire Officer North Yorkshire
Jon Dyson (JD)	CFO
Heather Cook (HC)	Member

### Items and Decisions:

No.	Discussion	Outcome / Decision
1.	<b>Attendance and Apologies</b> Apologies noted.	
2.	<b>Declaration of Interest</b> RP Pronyszyn declared an interest as a Parish Councillor in an area covered by North Yorkshire Police and Fire services,	<b>For information</b>
3.	<b>Minutes and Actions of the previous meeting</b> The minutes of the previous meeting 21 <sup>st</sup> March 2023 were approved by the Chair. Actions updated.	
4.	<b>External Audits:</b> GB advised there is still backlog to get through, this should clear in the next few weeks. The report will include a significant weakness and recommendation. GB advised that in relation to the HMICFRS, the Inspection report must consider the work of other regulators internal moderation when they are completed.	

No.	Discussion	Outcome / Decision
	<p>The preparation of the summarised commentary on financial sustainability, governance and economy, efficiency and effectiveness are in hand. Gavin shared that in relation to 21/22 Mazars have not yet reported on whole of government accounts to the National Audit Office (NAO) advising Mazars must submit an assurance statement to them. This is a continuing issue between Mazars and the NAO but it is hoped that it can be finalised in due course.</p>	
5.	<p><b>Forward Planner</b>  <b>No further items for discussion</b>  Chair requested that the TLT reports are showed separately on the forward planner.</p>	<b>Action 29</b>
6.	<p><b>Tactical Leadership Team Update Report</b>  The Chair has again requested that papers are issued in time to allow sufficient reading time. It was agreed all papers must be submitted no later than two full weeks prior to the actual meeting.  DH advised in future the papers will be progressed through the Risk &amp; Assurance Board.</p> <p><b>Risk and Assurance</b>  DS presented the paper and opened to questions. The Chair said that she liked the paper, gaining assurance from the commentary and comments.  DS to send out the papers to HC and RP for consideration separately.</p> <p><b>HMICFRS</b></p> <p>DH provided a comprehensive update to the members, sharing that we have two causes of concern, the first one being in the efficiency pillar under the question 2.1, which is how well the Fire and Rescue service uses their resources under that cause of concern (COC), we had three recommendations. The first recommendation was around the finances. This recommendation was in regard to budgeting. Internally the Fire &amp; Rescue Service have indicated that this recommendation is complete, but this will be reviewed in the next HMICFRS visit in September 2023.</p> <p>The second cause of concern was in section 3.2, which is in the people pillar and that had five separate recommendations, but that question is about how skilled and trained a Fire and Rescue services staff and this is predominantly around workforce planning and ensuring and assuring ourselves of the training of staff, we have made significant progress on this. We have established a Workforce Planning and Resourcing Board which will have had three sessions this week. We have established a Strengths and Establishment Report which for the first time, in several months is one version of the truth and it is accurate across the entire organisation.</p>	<b>Action 30</b>

No.	Discussion	Outcome / Decision
	<p>The Head of Services in service improvement is working in a dedicated role in the immediate term to make sure the application used has all the tools to allow us to run the reports. SLT have also considered a paper on retirement profiling detailing five or six separate scenarios to make sure that we have retirement profiling for the succession planning. The Head of People Services has created a strategic workforce planning document which we are expecting to send to HMICFRS imminently.</p> <p>Finally, in relation to the Areas for Improvement (AFI) and the culture and values recommendations we have issued each question within those HMICFRS inspection reports a senior responsible owner who will own the recommendations or AFI within that question and we are working with them now to make sure that close those out</p>	
7.	<p><b>Internal Audit</b></p> <ul style="list-style-type: none"> <li>• <b>Internal Audit - Progress Report</b> No questions raised</li> <li>• <b>ICT: Maintenance and Updates</b> Closed discussion</li> <li>• <b>Procurement</b> Member queried where they were in terms of those developments?</li> </ul> <p>MP provided the background, advising we had an audit some time ago in relation to procurement from our previous internal auditors, which was poor. Since then, it was noted that the owner of that area in terms of delivering against those actions had not necessarily done the things that was expected of them, and things have not moved on as quickly as they should have done.</p> <p>There has been a transition in terms of responsibility for procurement from an internal perspective. As previously highlighted by MP he had concerns in relation to the previous internal audit and the quality of the work that they did, and therefore RSM were asked to do that again so that we have an absolute baseline from which we could move forward.</p>	

No.	Discussion	Outcome / Decision
	<p>MP advised he was disappointed in the outcome of the internal audit as much as anybody else, but it was important piece of work to be able to baseline. MP advised he had seen more progress in the last six months around procurement than there was in the previous three or four years since the previous internal audit piece of work was done. There is more ownership within the procurement function, and they are starting to make sure that people are aware of what their roles and responsibilities are in terms of procurement of goods and services within the organisation. The chair thanked RSM for their excellent work</p> <ul style="list-style-type: none"> <li>• Head of Internal Audit Opinion No questions raised</li> <li>• Sector briefing The Chair thanked RSM and members for the first year of Audits</li> </ul>	
8.	<p><b>Draft Annual Governance Statement</b> Member asked if the statement could show a summary of the actions and the finding of the Head of Internal Audit Opinion at the beginning of the report.</p>	
9.	<p><b>Fire Audit Committee Annual Report</b> No questions</p>	
10.	<p><b>Draft Accounts</b> Chair thanked all those involved in providing the accounts in a timely manner. MP also added his thanks for the records advising that process have been followed and adhered to. The Chair has offered to link in with MP to discuss the accounts, and then will provide an update to the members before the final sign off in the November 2023 meeting.</p>	
11.	<p><b>Corporate Governance Framework</b> FK provided an update on the suggested track changes, stating that the framework was very much fit for purpose, reflecting standards and updated procurement processes. The Chair approved the new framework and thanked those involved in completing this valuable piece of work.</p>	
12b	<p><b>Monitoring Officer Protocol</b> SD provided an update to the Members, no questions raised.</p>	
12.	<p><b><u>Dates of future meetings</u></b> 30th November 2023 19th March 2024</p>	

No.	Discussion	Outcome / Decision
	18 <sup>th</sup> June 2024	
13.	AOB	

**Actions Agreed:**

No.	Action / Update	Owner	Date Issued	Due Date	Date Closed
27	<b>Corporate Governance Framework</b> Previous Annual Governance Statement update: Report to be brought back to the June meeting. 20.06.2023 Section closed. Action 31 opened	MP/ DS	21.03.23	20.06 23	Closed
28	Report to be brought back to the June meeting	FK	21.03.23	20.06 23	Closed 20.06.23
29	<b>Forward Planner</b> Chair requested that the TLT reports are showed separately on the forward planner.	MP/ SY	20.06.23		
30	<b>Risk and Assurance</b> DS to send out the papers to Heather and Roman for consideration separately.	DS	20.06.223	Complete 19.07.23	
31	<b>H&amp;S report</b> It has been six months since the last time the members have had sight of the H&S report and must be separate document. They have requested this report be a separate report going forwards	MW/ DH	20.06.2023	19.09.2023	

**The next meeting of the IAC will take place at 11:00 on 19<sup>th</sup> September as a hybrid meeting hosted both at HQ and via Teams**