

# DRAFT

## **Minutes of a meeting of the Leicester, Leicestershire and Rutland Combined Fire Authority's Corporate Governance Committee, held at the Leicestershire Fire and Rescue Service Headquarters on Wednesday, 24<sup>th</sup> January 2018.**

### **PRESENT**

Cllr D Bajaj	Ms B Newton CC
Cllr K Bool	Mr J Poland CC
Cllr M Chohan	Mr D Slater CC (Chair)
Mr D Harrison CC	

### **OFFICERS**

Mr R Taylor	Chief Fire and Rescue Officer
Mr A Brodie	Assistant Chief Fire and Rescue Officer
Ms A Greenhill	Treasurer
Ms L Haslam	Monitoring Officer
Mrs J Green	Member Services Co-ordinator

### **IN ATTENDANCE**

Mr M Davis	Internal Audit Service, Leicestershire County Council
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#### **1. Apologies for absence**

Apologies were received from Mr S Bray CC.

#### **2. To receive declarations by members of interests in respect of items on this Agenda**

Mr J Poland CC declared an interest in Item 6 and Item 7 on the Agenda due to his employment with the Leicestershire Police and being a member of Charnwood Borough Council.

#### **3. Urgent Business**

None.

#### **4. Chair's Announcements**

The Chair discussed a proposal to have a Vice Chair appointed to the Committee to deputise in his absence. It was suggested that a Vice Chair

would attend all pre meeting briefings with the Chair.

The Monitoring Officer agreed to review the Constitution and provide some advice to take this matter forward.

**5. To confirm the Minutes of the Meeting of the Corporate Governance Committee held on 22<sup>nd</sup> November 2017 as a correct record.**

**RESOLVED:**

The minutes of the meeting of the Corporate Governance Committee on 22<sup>nd</sup> November 2017 were confirmed as a correct record.

Matters arising:

The CFO informed the Committee that Agenda Item 11: Organisation Risk Register had an outstanding recommendation but assured the Committee that this was now being addressed and discussions had commenced with the Chairman and the Vice Chairman.

**6. Financial Monitoring to the end of December 2017**

The Treasurer presented this report to the Committee covering the revenue and capital budgets for the Financial Period 9, to the end of December 2017.

The Committee discussed the report in depth and were satisfied that there was no reason for concern.

**RESOLVED:**

The Committee:

- a) Noted the revenue and capital budget position as at the end of December 2017.
- b) Noted the transfer of £463k of anticipated savings in the revenue budget to the Managing Change earmarked reserve, and net savings plus slippage of £222k on the Capital Programme.
- c) Noted that the implications of in-year variances will be considered as part of future budget strategy.

**7. Performance Monitoring Report**

The Chief Fire and Rescue Officer (CFO) presented this report providing performance information for the period April – December 2017.

The Committee acknowledged that Support Staff sickness absence numbers had not reduced. Assurance was given that plans had been put in place to address this issue. The Committee discussed what the core issues were. It also questioned if sufficient support and advice was available to support staff and asked for further information to be provided at a future meeting on what support groups were accessible.

**RESOLVED:**

The Committee noted the contents of the report.

**8. Service Development Programme Update**

The CFO presented this report to the Committee to update on the progress to date in the delivery of the Service Development Programme taking into account any project developments during the period since November 2017.

**RESOLVED:**

The Committee noted the contents of the report.

**9. Progress against the Internal Audit Plan 2017-18**

Matt Davis, Internal Audit, Leicestershire County Council presented this report to update the Committee on the progress against the Internal Audit Plan for 2017-18.

It was reported that the current position was good and no concerns were raised. A further report would be presented at the July meeting.

**RESOLVED:**

The Committee noted the information presented in the report.

**10. Her Majesty's Inspectorate of Constabulary Fire and Rescue Services (HMICFRS)**

The CFO presented this report to inform the Committee of the newly established Inspectorate for the Fire and Rescue Service.

**RESOLVED:**

The Committee:

- a) Noted the contents of the report including an outline of the inspection process and potential outcomes.
- b) Agreed to provide the Combined Fire Authority (CFA) with the information detailed in this report.

**12. Date of Next Meeting**

The date of the next meeting was confirmed as 14<sup>th</sup> March 2018.

**24 January 2018  
2:00pm – 2:45pm**

**CHAIR**