

KENT AND MEDWAY FIRE AND RESCUE AUTHORITY
AUDIT AND GOVERNANCE COMMITTEE

MINUTES of a meeting of the Audit and Governance Committee held at Kent Fire and Rescue Service Headquarters, The Godlands, Tovil, Maidstone on Wednesday 17 April 2013.

PRESENT: - Mr T G Mason (Chairman), Mr M J Angell, Mr R E Brookbank, Mr D S Daley, Mr J A Davies, Mr P Godwin, Mr M J Harrison, Mr W A Hayton, Mrs P A V Stockell and Mr R Tolputt.

APOLOGIES: - Mr B R Cope, Mr D A Hirst, Mr P J Homewood and Mr J F London.

OFFICERS: - The Director, Finance and Corporate Services, Mr C Kerr; the Director, Service Delivery, Mr S Griffiths; the Assistant Director, Finance, Mrs A Kilpatrick; the Head of Property, Mrs L Kemp; the Corporate Facilities and Environment Manager, Mr P Austen; the Corporate Governance and Risk Manager, Mr R Feltham; and the Clerk to the Authority, Mr S C Ballard.

IN ATTENDANCE: - Mr D Wells, Grant Thornton (External Auditors); Ms S Buckland, Head of Internal Audit and Mr B Cull, KCC Internal Audit.

UNRESTRICTED ITEMS

28. Minutes
(Item A3)

RESOLVED that the Minutes of the meeting held on 20 November 2012 be approved and signed by the Chairman as a correct record.

29. Caring for the Environment Strategy
(Item B1 - Report by Corporate Facilities and Environment Manager)

- (1) The Committee considered the draft Caring for the Environment Strategy (one of the five new primary strategies which the Authority had agreed should be developed).
- (2) RESOLVED that:-
 - (a) the latest draft of the Caring for the Environment Strategy, as attached as Appendix 1 to the report, and the proposal to continually refine the Strategy prior to consideration of the final draft by the Authority in October 2013, be noted;
 - (b) the process of consultation on the draft Strategy, as proposed in the report, be approved.

30. Budget Monitoring 2012/13
(Item B2 - Report by Director, Finance and Corporate Services)

- (1) The Committee considered a proposal for the disposal of six surplus properties. Members were also advised of the latest forecast outturn position on the revenue and capital budgets for 2012/13; and given updates on the prudential indicators for 2012/13, and on progress made in disposing of other surplus properties.
- (2) RESOLVED that:-
 - (a) disposal of the surplus properties at 124 Kingfisher Road, Larkfield, and numbers 2, 3, 4, 5 and 6 Vulcan Close, Whitstable, be approved;

- (b) the remaining contents of the report be noted.

31. Internal Audit Plan 2013/14

(Item B3 - Report by Corporate Governance and Risk Manager)

- (1) The Committee considered the draft Internal Audit Annual Plan 2013/14 proposing the internal audit activity to be undertaken during the year.
- (2) Ms Buckland, the Head of Internal Audit for the Authority, introduced the draft Plan, and answered Members' questions on it.
- (3) RESOLVED that the draft Internal Audit Annual Plan 2013/14, attached as Appendix 1 to the report, be approved.

32. External Auditors' Audit Plan 2012/13

(Item C1 - Report by Director, Finance and Corporate Services)

- (1) The Committee received the Audit Plan prepared by Grant Thornton, as the Authority's new External Auditors, for the conduct of the 2012/13 audit.
- (2) Mr Wells, from Grant Thornton, introduced the Audit Plan, and answered Members' questions on it.
- (3) RESOLVED that the External Auditors' Audit Plan for 2012/13, attached as Appendix 1 to the report, be noted.

33. External Auditors' Progress Report 2012/13

(Item C2 - Report by Director, Finance and Corporate Services)

- (1) Members received a report detailing the progress made by Grant Thornton in discharging their responsibilities as the Authority's external auditors, specifically in relation to the audit of the 2012/13 financial statements and interim audit fieldwork.
- (2) RESOLVED that the External Auditors' Progress Report 2012/13, attached as Appendix 1 to the report, be noted.

34. Corporate Risk Monitoring

(Item C3 – Report by Corporate Governance and Risk Manager)

- (1) The Committee received an update on the status of the Authority's key corporate risks as at 31 March 2013.
- (2) RESOLVED that the current position regarding the key corporate risks facing the Authority, as set out in Appendix 2 to the report, be noted.