

KENT AND MEDWAY FIRE AND RESCUE AUTHORITY

MINUTES of the Meeting of the Audit and Governance Committee held on Thursday, 25 November 2021 at Kent Fire and Rescue Service Headquarters.

PRESENT:- Mr A Booth, Mr P Cole, Mr N Collor, Mr D Daley, Mr V Maple, Ms L Parfitt-Reid, Mr C Simkins and Mr S Tranter.

APOLOGIES:- Mr P Harman and Ms S Hudson

OFFICERS:- The Chief Executive, Miss A Millington QFSM; the Director, Finance and Corporate Services, Ms A Kilpatrick; Director Prevention, Protection, Customer Engagement and Safety, Mr J Quinn; Assistant Director, Operations, Mr M Deadman; Finance Manager, Mrs N Walker, Finance Manager Barrie Fullbrook and the Clerk to the Authority, Mrs M Curry.

ALSO IN ATTENDANCE:- Ms F Smith ,KCC Internal Audit

UNRESTRICTED ITEMS

1. Election of Chair for 2021/22

(Item A1)

- (1) Mr Tranter moved, Mr Collor seconded, that Mr Maple be elected Chair of the Committee.
- (2) There being no other nominations, Mr Maple was declared Chair of the Audit and Governance Committee for 2021/22.

2. Election of Vice-Chair for 2021/22

(Item A2)

- (1) Mr Maple moved, Mr Daley seconded, that Mr Tranter be elected Vice-Chair of the Committee.
- (2) There being no other nominations, Mr S Tranter was elected as Vice-Chair of the Audit and Governance Committee for 2021/22.

3. Chair's Announcements

(Item A3)

- (1) The Chair welcomed Members to the first meeting of the Committee
- (2) The Chair welcomed Frankie Smith from KCC Internal Audit to the meeting.

4. Membership

(Item A4)

- (1) The list of Members appointed to serve on the Committee for 2021/22 was noted.

5. Terms of Reference

(Item A6)

- (1) The Director Finance and Corporate Services provided an introduction to the Terms of Reference by stipulating the clear boundaries between the role and responsibilities of this Committee and that of the Authority.
- (2) RESOLVED that:
 - (a) The Terms of Reference for the Audit and Governance Committee be noted.

.....

6. Mid-Year Treasury Management and Investment Update 2021/22

(Item B1 – Report by Director Finance and Corporate Services)

- (1) The Committee received a mid-year update on the treasury activity undertaken and the extent of the compliance with the agreed prudential indicators.
- (2) The Chair took the opportunity to thank Richard Bason for the training given to Members on Treasury Management prior to the meeting and requested that the slides from this training be circulated to all Members.
- (3) The Chair asked for reassurances on what checks have been put in place so that the Authority can be confident when it came to ensuring best value for money or that any investment returns were not at risk of becoming negative. The Director Finance and Corporate Services responded by saying that the Authority works closely with Link Asset where daily reviews take place on interest rates. She added that there are alert systems in place that if banking rates change the Authority is notified so this is closely monitored.
- (4) RESOLVED that:
 - (a) the treasury activity undertaken and detail contained within the report, be noted.

7. Treasury Management and Investment Strategy 2022/22-2025/26

(Item B2 – Report by Director Finance and Corporate Services)

- (1) The Committee received the draft Treasury Management Strategy for the 2022/23 financial year to consider prior to this being presented to the Authority meeting in February 2022.
- (2) RESOLVED that:
 - (a) the Treasury Management and Investment Strategy for the 2022/23 financial year, be approved in principle.

8. Corporate Risk Register

(Item B3 – Report by Director Finance and Corporate Services)

- (1) The Committee received the latest update on the Corporate Risk Register for consideration.
- (2) The Chair requested a training session for Members on risk as well as the familiarisation of the Register for the next Committee meeting.
- (3) RESOLVED that:
 - (a) the amendment to the Risk Register as shown in Appendix 1 to the report, be approved.
 - (b) the addition of a new risk to the Register in relation to the accuracy and timeliness of data held by the Authority, be approved.
 - (c) The contents of the report be noted.

9. Internal Audit Progress Report

(Item B4 – Report by Director Finance and Corporate Services)

- (1) Ms F Smith from KCC Internal Audit, introduced for Members' consideration, the Internal Audit Progress report. The report provided an update of the work that KCC Internal Audit has carried out on behalf of the Authority against the 2021/22 Audit Plan since April 2021 and any outstanding actions for the 2020/21 Audit Plan.
- (2) The Chair asked, if it was possible, for any completed Audit reports to be circulated to the Members of this Committee as well as Group Leaders on an on-going basis. The Chair added, this will allow Members of the Committee to review and ask any questions prior to the meeting.
- (3) RESOLVED that:
 - (a) the changes to the 2021/22 Audit Plan as detailed in Appendix to the report, be approved;
 - (b) the progress made in relation to the 2020/21 and 2021/22 Audit Plan, as detailed in Appendix 1 to the report, be noted.