

## KENT AND MEDWAY FIRE AND RESCUE AUTHORITY

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MINUTES of the Meeting of the Audit and Governance Committee held on Thursday, 28 April 2022 at Kent Fire and Rescue Service Headquarters.

PRESENT:- Mr N Collor, Mr P Harman, Ms S Hudson, Mr V Maple (Chair), Ms L Parfitt-Reid, Mr C Simkins and Mr S Tranter (Vice Chair).

APOLOGIES: - Mr A Booth, Mr D Daley and Mr P Cole

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; Head of Finance, Treasury and Pensions Mrs N Walker, Head of Finance, Treasury and Pensions, Barrie Fullbrook and the Clerk to the Authority, Mrs M Curry.

ALSO IN ATTENDANCE: - Mr P Cuttle, Grant Thornton and Ms F Smith ,KCC Internal Audit

### UNRESTRICTED ITEMS

#### 10. Chair's Announcements

*(Item A1)*

- (1) Members of the Committee stood for a minute's silence to pay respects to Tom Mason, former Kent and Medway Fire and Rescue Authority Vice Chair and the Chair of the previous established Audit and Governance Committee.
- (2) The Chair welcomed Paul Cuttle, Grant Thornton, to the meeting.
- (3) The Chair welcomed Frankie Smith, KCC Internal Audit, to the meeting.

#### 11. Minutes – 25 November 2021

*(Item A4)*

- (1) RESOLVED that the Minutes of the Audit and Governance Committee meeting held on 25 November 2021, be approved and signed by the Chair as a correct record.

#### 12. Corporate Risk Register

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

- (1) The Committee received the latest update on the Corporate Risk Register for consideration. Members were reassured that good progress continues to be made on a number of the action plans, which will help mitigate or reduce respective potential risks.
- (2) In response to a question raised by Mr Tranter around what is the criteria for a risk that is deemed 'no longer critical' being removed from the Register and how this is justified

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because a risk is still a risk even if it's a possibility, the Head of Finance, Mrs N Walker, responded by saying that even when a risk is removed from the Register because it is now not deemed as a 'critical risk' that would essentially affect the Service's ability to carry out its statutory duties, the risk is still being monitored through internal Strategic Boards.

- (3) In response to a concern raised by Mr Collor with regards to the removal of Covid off the Register, the Head of Finance, Mrs N Walker provided reassurances that even though Covid has been removed from the Register as a corporate risk, this is still monitored within the Service's Business Continuity Plans.
- (4) In response to a question raised by Mr Maple around cyber security and what the Service is doing to mitigate this risk, bearing in mind some high profile cases in the media of late, the Director Finance and Corporate Services responded by providing assurances to Members that a lot of work does go on behind the scenes to limit the potential risks of a cyber-attack and offered that the Head of Information Technology and Business Change attends the next meeting to provide Members with a presentation on the work that is being undertaken which was welcomed by the Committee.
- (5) RESOLVED that:
  - (a) the amendments 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 escalation of a potential cyber-attack in line with Government guidance, be approved.
  - (c) A presentation on the work the Service is doing to mitigate the risk of a cyber-attack at the next meeting of the Committee, be approved.
  - (d) the contents of the report be noted.

### **13. Anti-Fraud and Corruption Framework and Action Plan Update**

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

- (1) The Committee received the updated versions of the Anti-Fraud and Corruption Framework; the Anti-Fraud and Corruption Action Plan and the Fraud Response Plan for consideration. The Committee also received the Fighting Fraud and Corruption Locally (FFCL) Checklist to note.
- (2) RESOLVED that:-
  - (a) the Anti-Fraud and Corruption Framework, as attached at Appendix 1 to the report, be approved.

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- (b) the Anti-Fraud and Corruption Action Plan, as attached at Appendix 2 to the report, be approved.
- (c) the Fraud Response Plan, as attached as Appendix 3 to the report, be approved.
- (d) the inclusion of the Fighting Fraud and Corruption Locally (FFCL) Checklist be noted.

**14. External Auditors Draft Audit Plan for 2021/22 and the Audit Risk Assessment**

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

- (1) Mr Paul Cuttle, Grant Thornton, introduced for Members' consideration, the External Auditors Draft Audit Plan for 2021/22 as well as the template for informing the Audit Risk Assessment.
- (2) RESOLVED that:-
  - (a) the Audit Risk Assessment, as attached at Appendix 1 to the report, be approved.
  - (b) the External Auditors Draft Audit Plan for 2021/22, as attached Appendix 2 to the report, be approved.
  - (c) The Chair, on behalf of the Committee, thanked Grant Thornton for their work.

**15. Internal Audit Plan for 2022/23 and Audit Charter**

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

- (1) Ms F Smith, Head of KCC Internal Audit, introduced for Members' consideration, the proposed Internal Audit Plan for 2022/23, along with the Audit Charter and Key Performance Indicators.
- (2) RESOLVED that:-
  - (a) the Internal Audit Plan for 2022/23, as set out in Annex 1 of Appendix 1 to the report, be approved;
  - (b) the Internal Audit Charter, as set out in Annex 2 of Appendix 1 to the report, be approved;
  - (c) the proposed Key Performance Indicators for the Internal Audit, as set out in Annex 3 to Appendix 1 to the report, be approved;
  - (d) the Chair, on behalf of the Committee, placed on records its thanks to KCC Internal Audit for their work.

**16. Treasury Management Update**

*(Item B5 – Report by Director Finance and Corporate Services)*

- (1) Since the Treasury Management and Investment Strategy 2022/23 was agreed in principle by this Committee at its last meeting in November, the Chartered Institute of Public Finance and Accountancy (CIPFA) has published a revised Treasury Management Code and Prudential Code, with full implementation of the new Codes expected by 2023/24.
- (2) The Committee received an overview of the updated Code requirements, along with the Treasury Management Policy Statement and the revised Treasury Management Practices for consideration.
- (3) RESOLVED that:-
  - (a) the adoption of the Treasury Management Policy Statement, as attached at Appendix 1 to this report be approved.
  - (b) the adoption of the revised Treasury Management Practices, as attached at Appendix 2 to this report, be approved.

**17. Internal Audit Progress Report for 2021/22**

*(Item C1 – Report by Director Finance and Corporate Services)*

- (1) Ms F Smith from KCC Internal Audit, introduced for Members' consideration, the Internal Audit Progress report. This report provided an update of the work that has been concluded by KCC Internal Audit, on behalf of the Authority, against the 2021/22 Audit Plan, a summary of which was attached at Appendix 1 to the report.
- (2) RESOLVED that:
  - (a) The contents of the report be noted.