



## BEDFORDSHIRE FIRE AND RESCUE AUTHORITY

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Councillor A Brown (Chair)  
Councillor F Chapman  
Councillor P Downing  
Councillor M Headley  
Councillor D McVicar  
Councillor M Riaz

A meeting of **Corporate Services Policy and Challenge Group** will be held at **Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK41 7NR** on **Thursday, 26 November 2015** starting at **10.00 am**.

Karen Daniels  
Service Assurance Manager

### A G E N D A

Item	Subject	Lead	Purpose of Discussion
1.	Apologies		
2.	Declarations of Disclosable Pecuniary and Other Interests	Chair	Members are requested to disclose the existence and nature of any disclosable pecuniary interest and any other interests as required by the Fire Authority's Code of Conduct.
3.	Communications	Chair	
4.	Minutes	Chair	* To confirm the Minutes of the meeting held on 16 September 2015 (Pages 1 - 10)
5.	Corporate Services Performance 2015/16 Quarter 2 and programmes to date	CFO	* To consider a report (Pages 11 - 22)
6.	Report on Fuel Cards	HOS	* To consider a report (Pages 23 - 26)

<b>Item</b>	<b>Subject</b>	<b>Lead</b>	<b>Purpose of Discussion</b>
7.	New Internal Audit Report Completed to date	CFO	* To consider a report (Pages 27 - 54)
8.	Audit and Governance Action Plan Monitoring Report	CFO	* To consider a report (Pages 55 - 68)
9.	Revenue Budget and Capital Programming Monitoring 2015/16	HFT	* To consider a report (Pages 69 - 78)
10.	Treasury Management Mid Year Review Report	HFT	* To consider a report (Pages 79 - 88)
11.	Annual ICT Shared Service User Survey	HSS	* To consider a report (Pages 89 - 118)
12.	Corporate Risk Register	CFO	* To consider a report (Pages 119 - 124)
13.	Review of Corporate Service's Policy and Challenge Group Effectiveness	CFO	* To consider a report and review answers to questionnaire (Pages 125 - 134)
14.	Work Programme 2015/16 and Review of Paperless Meeting	Chair	* To consider a report (Pages 135 - 140)

Next Meeting

10.00 am on 7 March 2016 at Conference Room, Fire and Rescue Service Headquarters, Kempston, Bedford MK41 7NR

## **DECLARATIONS OF INTEREST**

From 1 July 2012 new regulations were introduced on Disclosable Pecuniary Interests (DPIs). The interests are set out in the Schedule to the Code of Conduct adopted by the Fire Authority on 28 June 2012. Members are statutorily required to notify the Monitoring Officer (MO) of any such interest which they, or a spouse or civil partner or a person they live with as such, have where they know of the interest.

A Member must make a verbal declaration of the existence and nature of any Disclosable Pecuniary Interest and any other interest as defined in paragraph 7 of the Fire Authority's Code of Conduct at any meeting of the Fire Authority, a Committee (or Sub-Committee) at which the Member is present and, in the case of a DPI, withdraw from participating in the meeting where an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.