

For Publication

Bedfordshire Fire and Rescue Authority  
Service Delivery Policy and Challenge Group  
7 March 2019  
Item No. 8

---

**REPORT AUTHOR:** DEPUTY CHIEF FIRE OFFICER  
(SERVICE DELIVERY)

**SUBJECT:** AUDIT AND GOVERNANCE ACTION PLANS MONITORING REPORT

---

For further information on this report contact: Karen Daniels  
Service Assurance Manager  
Tel No: 01234 845013

---

Background Papers:

- Action Plans contained in Internal and External Audit Reports
  - Action Plan contained in the Annual Governance Statement 2017/18
  - Minutes of the Audit Committee dated 5 April 2012
- 

Implications (tick ✓):

LEGAL			FINANCIAL	✓
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	✓
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New		CORE BRIEF	

*Any implications affecting this report are noted at the end of the report.*

---

**PURPOSE:**

To report on progress made to date against current action plans arising from internal and external audit reports.

**RECOMMENDATION:**

That Members acknowledge progress made to date against the action plans and consider any issues arising.

---

1. Introduction

- 1.1 The Members of the Service Delivery Policy and Challenge Group previously endorsed that the Group should receive monitoring reports at each of its meetings advising of progress against current action plans arising from internal and external audit reports, and the Authority's Annual Governance Statement.
- 1.2 In their meeting on 5 April 2012, Members of the Audit and Standards Committee agreed that progress on the action plans be reported to each meeting of the appropriate Policy and Challenge Group and action point owners report progress by exception to the Audit and Standards Committee. This is the fourth report to the Service Delivery Policy and Challenge Group for the year 2018/19.

2. Monitoring Report of Actions Arising From Internal and External Audit Reports

- 2.1 The monitoring report of progress made to date against agreed actions arising from internal and external audit reports is attached as Appendix A.
- 2.2 The monitoring report covers, in order, the following:
- Outstanding actions from internal and external audit reports, including those reports received during 2018/19 and those from previous years, which have a proposal to extend the original completion date. There are no requests to extend the original completion date.

- Outstanding actions from internal and external audit reports, including those reports received during 2018/19 and those from previous years, which are on target to meet the original or agreed revised completion date.
- Completed actions which are subject to a subsequent or follow up audit. These will remain on the report until this audit is complete and the action validated.
- Completed actions that are of a Low risk and do not require a follow-up audit. These will be removed from the report once they have been reported as completed to the Policy and Challenge Group.
- Any actions that have been superseded by new actions. (Actions are removed from the report once they have been reported as superseded to the Policy and Challenge Group.)

2.3 There are no requests to extend the original completion date. All actions are completed subject to follow-up audit.

### 3. Monitoring Report of Actions Arising from the Authority's Annual Governance Statement

3.1 The monitoring report covers the actions within the 2017/18 Annual Governance Statement (if applicable) which was formally adopted by Members of the Audit and Standards Committee, on behalf of the Authority, at their meeting on 6 July 2018, as part of the 2017/18 Statement of Accounts.

### 4. Organisational Risk Implications

4.1 The actions identified within internal and external audit reports and the Annual Governance Statement represent important improvements to the Authority's current systems and arrangements. As such, they constitute important measures whereby the Authority's overall management of organisational risk can be enhanced.

4.2 In addition, ensuring effective external and internal audit arrangements and the publication of an Annual Governance Statement are legal requirements for the Authority and the processes of implementation, monitoring and reporting of improvement actions arising therefore constitute an important element of the Authority's governance arrangements.

**ANDREW HOPKINSON**  
**DEPUTY CHIEF FIRE OFFICER**

**Monitoring Report of Actions Arising from Audit Reports  
(incorporating any actions outstanding at 31 March 2018 from earlier reports)**

**APPENDIX A**

URN	Auditing Body & Source	Audit Area and Responsible Manager	Priority	Agreed Action	Progress Report to Date	Timing For Completion	Status ('Not Started', 'In Progress' or 'Completed')
UoRI 1 (18/19)	<b>RSM</b> Sep 18: Final Report (18/19)	Use of Risk Information  Head of Response	Medium	The Service Order for Site Specific Risk Information will be signed by the Chief Fire Officer, uploaded to the organisation's intranet and communicated to all relevant staff.	The CFO signed the Service Order and it has now been uploaded onto the Service library.	Original Oct 18	Completed – To be confirmed by follow up audit
UoRI 2 (18/19)	<b>RSM</b> Sep 18: Final Report (18/19)	Use of Risk Information  Head of Response	Low	The completion of validation exercises for Site Specific Risk Plans for Special Risk sites will be recorded.	Operational crews were reminded of the process when completing validation exercises via ODT.	Original Dec 18	Completed – No follow up required
UoRI 3 (18/19)	<b>RSM</b> Sep 18: Final Report (18/19)	Use of Risk Information  Head of Response	Low	The frequency of review of PTRIs will be considered and revised to an appropriate time period. PTRIs will be updated before the new review timeframe if new information is received through operational learning.	The review dates have been extended and all PTRI's have been reviewed. This will now be managed by a spreadsheet detailing all the PTRI's and there review dates.	Original Oct 18	Completed – No follow up required

**Monitoring Report of Actions Arising from Audit Reports  
(incorporating any actions outstanding at 31 March 2018 from earlier reports)**

**APPENDIX A**

URN	Auditing Body & Source	Audit Area and Responsible Manager	Priority	Agreed Action	Progress Report to Date	Timing For Completion	Status ('Not Started', 'In Progress' or 'Completed')
CPCA 1.1.4 (17/18)	<b>RSM</b> Nov 17: Final Report (17/18)	Collaboration – Police and Crime Act 2017  Partnership Development Manager and Blue Light Collaboration Board	Medium	The Blue Light Collaboration Board will develop a standard collaboration project planning template to appraise all projects prior to their implementation.  This will include ensuring consideration of: <ul style="list-style-type: none"> <li>• Executive and Operation leads;</li> <li>• Financial and resourcing matters;</li> <li>• Delivery timescales;</li> <li>• Legal implications;</li> <li>• Training impacts; and</li> <li>• Expected operational and community benefits.</li> </ul>	The Blue Light Board made a transition in November 2017 from being a "Project Board" to a "Programme Board" This transition allows an overarching role to be established which in turn enables multiple projects to be individually managed. The new Terms of Reference for the Board specifies that every project will be managed through formal project management process and structures. This is now being done by Bedfordshire Police Project office and addresses all the required actions.	Original Dec 17	Completed – To be confirmed by follow up audit

**Monitoring Report of Actions Arising from Audit Reports  
(incorporating any actions outstanding at 31 March 2018 from earlier reports)**

**APPENDIX A**

URN	Auditing Body & Source	Audit Area and Responsible Manager	Priority	Agreed Action	Progress Report to Date	Timing For Completion	Status ('Not Started', 'In Progress' or 'Completed')
				<p>The templates will be reviewed and approved by the Blue Light Collaboration Board prior resources being used to initiate and deliver the project. The approval will be clearly documented within the Blue Light Collaboration Board meeting minutes.</p> <p>In addition to this, the performance reporting mechanisms will need to be reviewed to ensure that milestones and benefits are monitored appropriately.</p>			