

For Publication

Bedfordshire Fire and Rescue Authority  
Audit and Standards Committee  
10 July 2019  
Item No. 14

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**REPORT AUTHOR:** ASSISTANT CHIEF OFFICER/FRA TREASURER

**SUBJECT:** WORK PROGRAMME 2019/20

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Background Papers: None

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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.*

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**PURPOSE:**

To review and report on the work programme for 2019/20 and to provide Members with an opportunity to request additional reports for the Audit and Standards Committee meetings for 2019/20.

**RECOMMENDATION:**

That Members consider the work programme for 2019/20 and note the 'cyclical' Agenda Items for each meeting in 2019/20.

**GAVIN CHAMBERS**  
**ASSISTANT CHIEF OFFICER/FRA TREASURER**

## AUDIT AND STANDARDS COMMITTEE - PROGRAMME OF WORK 2019/20

Meeting Date	‘Cyclical’ Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
10 July 2019	<ul style="list-style-type: none"> <li>• Election of Vice Chair</li> <li>• Review of Terms of Reference</li> <li>• External Audit Fees 2019/20 and Working with You Document</li> <li>• Internal Audit Annual Report 2018/19 (RSM)</li> <li>• Internal Audit Progress Report 2018/19 (RSM)</li> <li>• Draft 2018/19 Annual Governance Statement, Statement of Accounts</li> <li>• Audit and Governance Action Plan Monitoring</li> <li>• Review of Code of Conduct and Annual Report on Standards</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2019/20</li> </ul>	<p style="text-align: center;">Deferred to Sept 2019 meeting</p>		

## AUDIT AND STANDARDS COMMITTEE - PROGRAMME OF WORK 2019/20

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
26 Sept 2019	<ul style="list-style-type: none"> <li>• Post Audit 2018/19 Statement of Accounts and Letter of Representation</li> <li>• Internal Audit Progress Report</li> <li>• External Audit Progress Report</li> <li>• Audit and Governance Action Plan Monitoring</li> <li>• Review of the Fire Authority's Effectiveness</li> <li>• Corporate Risk Register</li> <li>• Work Programme 2019/20</li> </ul>		Review of Abatement Policy	Added by ASC on 12.04.19

## AUDIT AND STANDARDS COMMITTEE - PROGRAMME OF WORK 2019/20

Meeting Date	‘Cyclical’ Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
5 December 2019	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• Audit and Governance Action Plan Monitoring</li> <li>• Review of ‘Monitored Policies’</li> <li>• Report on Registration of Interests and Gifts/Hospitality</li> <li>• Review of the Audit and Standards Committee Effectiveness (2019/20 and then bi-annual)</li> <li>• Corporate Risk Register</li> <li>• Statement of Assurance</li> <li>• Work Programme 2019/20</li> <li>• Annual Review of the Effectiveness of the Internal Audit Arrangements</li> </ul>			

Meeting Date	'Cyclical' Agenda Items		Additional/Commissioned Agenda Items	
	Item	Notes	Item	Notes
26 March 2020	<ul style="list-style-type: none"> <li>• External Audit Plan 2019/20 (Ernst &amp; Young)</li> <li>• Internal Audit Progress Report (RSM)</li> <li>• Internal Audit Strategy 2019/20 to 2021/22 (RSM)</li> <li>• Audit and Governance Action Plan Monitoring</li> <li>• Update to the Authority's Financial Regs (Biennial review) (<i>due 2021</i>)</li> <li>• Annual Review of the Fire Authority's Effectiveness *</li> <li>• Annual Review of entire Corporate Risk Register</li> <li>• Review of Work Programme 2019/20</li> </ul>			