

For Publication

Bedfordshire Fire and Rescue Authority
Audit and Standards Committee
2 July 2020

REPORT AUTHOR: ASSISTANT CHIEF OFFICER/FRA TREASURER

SUBJECT: WORK PROGRAMME 2020/21

For further information on this report contact: Nicky Upton
Service Assurance Manager
Tel No: 01234 845149

Background Papers: None

Implications (tick ✓):

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

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

PURPOSE:

To review and report on the work programme for 2020/21 and to provide Members with an opportunity to request additional reports for the Audit and Standards Committee meetings for 2020/21.

RECOMMENDATION:

That Members consider the work programme for 2020/21 and note the 'cyclical' Agenda Items for each meeting in 2020/21.

GAVIN CHAMBERS
ASSISTANT CHIEF OFFICER/FRA TREASURER

AUDIT AND STANDARDS COMMITTEE - PROGRAMME OF WORK 2020/21

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|--------------|---|---|--------------------------------------|---|
| | Item | Notes | Item | Notes |
| 2 July 2020 | Election of Vice Chair | Deferred to September Meeting (AGM deferred in view of C19) | Review of Abatement Policy | Following ACO update, agreed to defer to March by the ASC on 15.10.19. LGA guidance still awaited, deferred to 22.09.20 |
| | Review of Terms of Reference | Deferred to September Meeting (AGM deferred in view of C19) | | |
| | Audit Results Report and Fees (E&Y) (Results of 2019/20 audit including any matters outstanding) | | | |
| | Draft 2019/20 Annual Governance Statement, Statement of Accounts and Letter of Representation | | | |
| | Internal Audit Annual Report 2019/20 (RSM) | | | |
| | Internal Audit Progress Report 2019/20 and 2020/21 (RSM) | | | |
| | Internal Audit Strategy 2020/21 to 2023/24 | | | |

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|--|--|--|--|--|
| | Audit and Governance Action Plan Monitoring | | | |
| | Review of Code of Conduct and Annual Report on Standards | | | |
| | Corporate Risk Register | | | |
| | Work Programme 2020/21 | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|--------------|---|--|--------------------------------------|---|
| | Item | Notes | Item | Notes |
| 22 Sept 2020 | Election of Vice Chair | Deferred from July Meeting (AGM deferred in view of C19) | Review of Abatement Policy | Following ACO update, agreed to defer to March by the ASC on 15.10.19. LGA guidance still awaited, deferred to 22.09.20 |
| | Review of Terms of Reference | Deferred from July Meeting (AGM deferred in view of C19) | | |
| | Audit and Governance Action Plan Monitoring | | | |
| | Review of Fire Authority's Effectiveness (<i>Biennial review – due 2021/22</i>) | | | |
| | Corporate Risk Register | | | |
| | Work Programme 2020/21 | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|--------------|---|-------|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| 1 Dec 2020 | Internal Audit Progress Report (RSM) | | | |
| | Review of the Effectiveness of the Fire and Rescue Authority's Internal Auditors (RSM) | | | |
| | Audit and Governance Action Plan Monitoring | | | |
| | Review of 'Monitored Policies' | | | |
| | Report on Registration of Interests and Gifts/Hospitality | | | |
| | Review of the Audit and Standards Committee Effectiveness (Biennial review – due 2021/22) | | | |
| | Corporate Risk Register | | | |
| | Statement of Assurance | | | |
| | Work Programme 2020/21 | | | |

| Meeting Date | 'Cyclical' Agenda Items | | Additional/Commissioned Agenda Items | |
|--------------|--|-------|--------------------------------------|-------|
| | Item | Notes | Item | Notes |
| 4 March 2021 | External Audit Plan 2020/21 (E&Y) | | | |
| | Ernst & Young Quality Assurance Processes | | | |
| | Internal Audit Progress Report (RSM) | | | |
| | Internal Audit Strategy 2021/22 to 2023/24 (RSM) | | | |
| | Audit and Governance Action Plan Monitoring | | | |
| | Update to the Authority's Finance Regs (<i>Biennial review – due 2021</i>) | | | |
| | Annual Review of the Fire Authority's Effectiveness (<i>Biennial review – due 2021/22</i>) | | | |
| | Annual Review of entire Corporate Risk Register | | | |
| | Review of Work Programme 2020/21 | | | |