



SOUTH YORKSHIRE  
**FIRE & RESCUE  
AUTHORITY**

Sarah Norman, *Clerk*  
Neil Copley, *Treasurer*

Town Hall  
Church Street  
Barnsley  
South Yorkshire  
S70 2TA

[www.barnsley.gov.uk/syfra](http://www.barnsley.gov.uk/syfra)

## **NOTICE OF AUDIT & GOVERNANCE COMMITTEE MEETING**

You are hereby summoned to a meeting of the South Yorkshire Fire and Rescue Authority Audit and Governance Committee to be held in the Council Chamber, Town Hall, Church Street, Barnsley, S70 2TA, at 11.30 am or at the later conclusion of the Fire and Rescue Authority meeting on Monday 20 November 2023 for the purpose of transacting the business set out in the agenda.

**Sarah Norman**  
Clerk

This Matter is being dealt with by: Charlotte Smallman

Tel: 01226 787327

Email: [Charlottesmallman2@barnsley.gov.uk](mailto:Charlottesmallman2@barnsley.gov.uk)

### **WEBCASTING NOTICE**

This meeting may be filmed for live or subsequent broadcast via the Authority's web site. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed.

You should be aware that the Authority is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Authority's published policy.

Therefore by entering the meeting room, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

## **Contact Details**

For further information please contact:

<p>Daisy Thorpe Joint Authorities Governance Unit Town Hall Church Street Barnsley South Yorkshire S70 2TA</p> <p>Tel: 01226 787327 <a href="mailto:daisythorpe@barnsley.gov.uk">daisythorpe@barnsley.gov.uk</a></p>	<p>Charlotte Smallman Joint Authorities Governance Unit Town Hall Church Street Barnsley South Yorkshire S70 2TA</p> <p>Tel: 01226 775259 <a href="mailto:charlottesmallman2@barnsley.gov.uk">charlottesmallman2@barnsley.gov.uk</a></p>
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## **Terms of Reference of the Audit and Governance Committee (Delegated Powers)**

### **Audit**

*The Audit and Governance Committee shall comprise of 6 elected Members of the Authority – including 2 Minority Party Members and, ideally those Members who do not sit on the Performance and Scrutiny Board. It will also include up to 3 independent members and will exclude the Chair and Vice-Chair of the Authority.*

The Committee will meet six times per year including:

- **May** - to review the internal control & governance issues prior to the drafting of the Authority's Annual Governance Statement. This is achieved via the Audit and Governance Committee's work programme through the receipt of Internal Audit progress reports, Risk Management reports etc.
- **July** – to approve the Authority's Annual Governance Statement prior to it being signed off by the Chair of the Authority & Statement of Accounts prior to it signed off by the Chair of Audit and Governance Committee.
- **September** – to receive and consider the external Auditor's Annual Governance report.
- **November / January** – to consider and approve planned progress reports on items related to the Committee's functions.

### ***Audit Activity***

To consider the following internal audit reports:

- Annual plan and strategy and performance measures;
- Progress reports (actual against the plan) including summaries of the results of individual audits, internal control issues arising, and action plans implementation (including external audit action plans);
- Annual report on internal audit activity and performance achievements and the opinion on the Authority's internal control arrangements.
- To consider the external auditor's governance report and annual audit letter and other significant reports.
- To commission work from internal and external audit.

### ***Regulatory Framework***

- To review and receive assurance on the effectiveness of the Authority's Constitution in respect of:-
  - Contract standing orders and procedures;
  - Financial regulations and procedures;
  - Codes of conduct and behaviour.
- To monitor the effective development and operation of risk management.
- To approve the Authority's anti-fraud and anti-corruption strategy and "whistle-blowing" policy, and to monitor the arrangements for those and the complaints process.
- To oversee the production of, and approve, the Authority's Annual Governance Statement.
- To consider the Authority's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

## ***Accounts***

- To approve the annual Statement of Accounts focussing on:-
  - The suitability of, and any changes in, accounting policies;
  - Major judgmental issues, e.g. provisions.
  
- To receive and agree the response to the external auditor's report to those charged with governance on issues arising from the audit of the accounts, focussing on significant adjustments and material weaknesses in internal control reported by the external auditor.

## ***Treasury Management***

- To scrutinise and make recommendations to the Authority on the Treasury Management Strategy and policies, and to monitor the implementation of policies and practices.

# **SOUTH YORKSHIRE FIRE AND RESCUE AUTHORITY**

## **AUDIT AND GOVERNANCE COMMITTEE**

**MONDAY 20 NOVEMBER 2023**

**TIME AND VENUE:- 11.30 AM OR AT THE LATER CONCLUSION OF THE FIRE AND RESCUE AUTHORITY IN THE COUNCIL CHAMBER, TOWN HALL, CHURCH STREET, BARNSELY, S70 2TA**

### **Agenda      Reports attached unless stated otherwise**

	<b>Item</b>	<b>Page</b>
1	Apologies	
2	Announcements	
3	Urgent items	
4	Items to be Considered in the Absence of the Public and Press  To identify items where resolutions may be moved to exclude the public and press. (For items marked * the public and press may be excluded from the meeting).	
5	Declarations of interest by individual Members in relation to any item of business on the agenda	
6	Reports by Members	
7	To receive any questions or communications from the public, or communications submitted by the Chair or the Clerk and to pass such resolutions thereon as the Standing Orders permit and as may be deemed expedient	
8	Minutes of the Audit and Governance Committee meeting held on 11 September 2023	7 - 16
9	Audit and Governance Committee Work Programme	17 - 22
10	Internal Audit Progress Update Report	23 - 34
11	Quarter 2 Treasury Management Report 2023/24	35 - 48

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12	Information Governance Updates	49 - 64
13	Compliments and Complaints Monitoring Report	65 - 76
14	External Audit Verbal Update for the Year Ended 31 March 2022	Verbal Report
15	Exclusion of the Public and Press	
*16	Member only session with External / Internal Audit ( <b>Exemption Paragraph 3</b> )	Verbal Report