

TAYSIDE FIRE AND RESCUE BOARD

Minute of Meeting of the Performance Monitoring Sub-Committee of Tayside Fire and Rescue Board held in the Committee Room 1, City Square, Dundee on Monday 27 June 2011 at 11.55am.

Present: Angus Council
Councillors J Whyte, D Fairweather and P Valentine (substituting for Councillor H Oswald)

Dundee City Council
Councillors C Roberts, D Bowes and R McCready.

Perth and Kinross Council
Councillor M Roberts (substituting for Councillor A Stewart).

Also in attendance: S Hunter, D Boyle and J Iannetta (all Tayside Fire and Rescue); G Taylor, Clerk; S MacKenzie, Acting Treasurer; L Brown, Committee Officer and J Clark, Chief Internal Auditor (all Perth and Kinross Council); M Richardson (Henderson Loggie).

Apologies for Absence: Councillor H Oswald (Angus Council); Councillors K Lyall, D Scott and A Stewart (all Perth and Kinross Council).

Councillor J Whyte, Presiding

1. VALEDICTORY

Prior to the commencement of business Vice-Convener Whyte expressed the Sub-Committee's thanks for the considerable contribution Councillor Ken Lyall had made to the work of the Board during his term of office as Convener and wished him and his family every success in their new life in Tasmania.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTE OF PREVIOUS MEETING

The minute of meeting of the Performance Monitoring Sub-Committee of 17 January 2011 was submitted, approved as a correct record and authorised for signature.

4. EXTERNAL AUDIT REPORT – RISK ASSESSMENT, ANNUAL AUDIT PLAN AND FEE INFORMATION FOR 2010/11

There was submitted and noted a joint report by the Chief Fire Officer and Treasurer (FB/11/27) advising members of the risk assessment; annual audit plan and fee proposal for 2010/11 which had been received from the Board's external auditors, Henderson Loggie.

5. EXTERNAL AUDIT REPORT – INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

There was submitted and noted a joint report by the Chief Fire Officer and Acting Treasurer (FB/11/28) and appending a report by the Board's external auditors, Henderson Loggie, advising of the opening International Financial Reporting Standards (IFRS) balance sheet and shadow accounts templates review and detailing the IFRS timetable, audit scope and approach, and information and recommendations regarding the main findings of the review.

6. INTERNAL AUDIT UPDATE AND FOLLOW-UP

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/29) detailing: (1) progress on Internal Audit Work against the Audit Plan for 2010/11; and (2) the current position with regard to outstanding actions agreed arising from previous internal audit work.

Resolved:

- (i) The progress of internal audit's work against the plan for 2010/11 be noted.
- (ii) The clear and achievable actions for completing the agreed actions arising from previous audit work be noted.

7. INTERNAL AUDIT REPORT – RISK MANAGEMENT (INTEGRATED RISK MANAGEMENT PLAN)

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/30) on an internal audit report on Risk Management (Integrated Risk Management Plan) which formed part of the agreed programme of audit for Tayside Fire and Rescue Board for 2010/11.

Resolved:

- (i) The contents of Report FB/11/30 and the internal audit report be noted.
- (ii) The action points contained in the internal audit report be approved.

8. INTERNAL AUDIT REPORT – CREDITORS

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/31) on an internal audit report on Creditors which formed part of the agreed programme of audit for Tayside Fire and Rescue Board for 2010/11.

Resolved:

- (i) The contents of Report FB/11/31 and the internal audit report be noted.
- (ii) The action points contained in the internal audit report be approved.

9. INTERNAL AUDIT REPORT - PARTNERSHIP WORKING: TAYSIDE FIRE AND RESCUE'S PARTNERSHIP REGISTER POLICY

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/32) on an internal audit report on Partnership Working: Tayside Fire

and Rescue's Partnership Register Policy which formed part of the agreed programme of audits for Tayside Fire and Rescue Board for 2010/11.

Resolved:

- (i) The contents of Report FB/11/32 and the internal audit report be noted.
- (ii) The action points contained in the internal audit report be approved.

10. INTERNAL AUDIT PLAN 2011/12

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/33) presenting the proposed Internal Audit Plan for the remainder of the financial year 2011/12.

Resolved:

The Internal Audit Plan for the remainder of the financial year 2011/12 as detailed in Report FB/11/33 and the appendices thereto be approved.

