

## 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 3, City Square, Dundee on Monday 17 January 2011 at 10.05am.

Present: Angus Council  
Councillor D Fairweather.

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

Perth and Kinross Council  
Councillors K Lyall and R Band (substituting for Councillor D Scott).

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

Councillor K Lyall, Presiding

### **1. DECLARATIONS OF INTEREST**

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

### **2. MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Performance Monitoring Sub-Committee of 28 June 2010 was submitted, approved as a correct record and authorised for signature.

### **4. PROVISIONAL REVENUE BUDGET FOR 2011/12**

There was submitted a joint report by the Chief Fire Officer and Treasurer (FB/11/01) identifying Tayside Fire and Rescue's provisional Revenue Budget for 2011/12.

#### **Resolved:**

The provisional Revenue Budget for the running of Tayside Fire and Rescue for 2011/12, as detailed in Report FB/11/01, be noted and approved for submission to the next meeting of the Board on 31 January 2011.

### **5. CAPITAL EXPENDITURE FINANCIAL PLAN 2011/12 – 2013/14**

There was submitted a joint report by the Chief Fire Officer and Treasurer (FB/11/02) proposing a Capital Expenditure Financial Plan for the years 2011/12 – 2013/14 and seeking approval to submit the plan to the Board.

**Resolved:**

- (i) The contents of Report FB/11/02 and the Capital Expenditure Financial Plan for 2011/12 – 2013/14 appended thereto be noted.
- (ii) The Chief Fire Officer and Treasurer be instructed to submit the Capital Expenditure Financial Plan for 2011/12 – 2013/14 to the next meeting of the Board on 31 January 2011 for approval.

**6. INTERNAL AUDIT REPORT – CAPITAL PROJECTS**

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/03) on the internal audit of Tayside Fire and Rescue's capital projects which formed part of an agreed programme of audits for Tayside Fire and Rescue Board for 2009/10.

The Chief Internal Auditor, Perth and Kinross Council, was present to answer questions from members on the findings of the audit and progress being made.

**Resolved:**

The findings, recommendations and action plan, as detailed in Report FB/11/03, be noted.

**7. INTERNAL AUDIT REPORT – RECRUITMENT, SELECTION AND RETENTION**

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/04) on the internal audit of Tayside Fire and Rescue's recruitment, selection and retention which formed part of an agreed programme of audits for Tayside Fire and Rescue Board for 2009/10.

The Chief Internal Auditor, Perth and Kinross Council, was present to answer questions from members on the findings of the audit and progress being made.

**Resolved:**

The findings, recommendations and action plan, as detailed in Report FB/11/03, be noted.

**8. INTERNAL AUDIT UPDATE AND FOLLOW-UP**

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/05) presenting a summary of the internal audit work for 2009/10, including the follow-up of previously agreed action plans.

**Resolved:**

- (i) The progress of internal audit work against the Audit Plan for 2009/10 be noted.
- (ii) The current position with regard to outstanding actions agreed arising from previous internal audit work be noted.

- (iii) The proposal to amend the 2009/10 Audit Plan, as detailed in Paragraph 2.4 – 2.7 of Report FB/11/05, be approved.

**9. INTERNAL AUDIT YEAR-END REPORT FOR 2009/10**

There was submitted and noted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/06) presenting the year-end report and audit opinion for 2009/10, as detailed in Section 6 of the report.

**10. INTERNAL AUDIT PLAN FOR 2010/11**

There was submitted a report by the Chief Internal Auditor, Perth and Kinross Council, (FB/11/07) presenting the proposed Internal Audit Plan for the remainder of the financial year 2010/11.

**Resolved:**

The internal audit plan for the remainder of the financial year 2010/11, as detailed in Report FB/11/07, be approved.

**11. AUDIT OF TAYSIDE FIRE AND RESCUE BOARD 2009/10 AND STATEMENT OF ACCOUNTS 2009/10**

There was submitted a joint report by the Chief Fire Officer and Treasurer (FB/10/08) presenting: (1) the report on the audit of Tayside Fire and Rescue Board for 2009/10 conducted by Henderson Loggie, External Auditors; and (2) the Board's Statement of Accounts for 2009/10.

M Richardson, Henderson Loggie, was present to answer questions from members on the findings of the audit and progress being made.

**Resolved:**

- (i) The contents of Report FB/11/08 and the attached report to members on the 2009/10 audit produced by Henderson Loggie be noted.
- (ii) The statement of accounts 2009/10 be noted.

