



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

M. Pearson  
CLERK TO THE AUTHORITY

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To: **The Chair and Members of the Audit & Performance Review Committee**

(see below)

**SERVICE HEADQUARTERS  
THE KNOWLE  
CLYST ST GEORGE  
EXETER  
DEVON  
EX3 0NW**

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Your ref :  
Our ref : DSFRA/MP/SY  
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Date : 18 April 2018  
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## **AUDIT & PERFORMANCE REVIEW COMMITTEE**

**Thursday, 26 April, 2018**

A meeting of the Audit & Performance Review Committee will be held on the above date, **commencing at 10.00 am in Committee Room B, Somerset House, Service Headquarters, Exeter** to consider the following matters.

M. Pearson  
Clerk to the Authority

## **AGENDA**

***PLEASE REFER TO THE NOTES AT THE END OF THE AGENDA LISTING SHEETS***

**1 Apologies**

**2 Minutes (Pages 1 - 4)**

of the previous meeting held on 17 January 2018 attached.

**3 Items Requiring Urgent Attention**

Items which, in the opinion of the Chair, should be considered at the meeting as matters of urgency.

### **PART 1 - OPEN COMMITTEE**

**4 Grant Thornton Update (Pages 5 - 24)**

Attached, FOR INFORMATION, is a report of the external auditor, Grant Thornton, on progress made in delivering its audit responsibilities to the Devon & Somerset Fire & Rescue Authority. The report also summarises emerging national issues and developments of potential relevance to fire and rescue authorities.

**5 International Financial Reporting Standards (IFRS) ISA240 Compliance Letters (Pages 25 - 40)**

Attached, FOR INFORMATION, are copies of the letters from the Authority Treasurer and the Chair of this Committee in response to the annual letters from Grant Thornton relating to International Financial Reporting Standards (IFRS) ISA240 ISA compliance.

**6 External Audit Plan 2017-18 (Pages 41 - 56)**

The Authority's external auditor, Grant Thornton, has submitted for consideration an external audit plan for the auditing of the Authority's 2017-18 financial accounts, a copy of which is enclosed with this agenda.

**7 External Audit Fee Letter 2018-19 (Pages 57 - 60)**

The external auditor, Grant Thornton, has submitted for consideration its proposed Audit Fee letter for 2018-19, a copy of which is enclosed with this agenda.

**8 Audit & Review 2017-18 Progress Report (Pages 61 - 68)**

Report of the Director of Service Improvement (APRC/18/7) attached.

**9 2018-19 Internal Audit Plan (Pages 69 - 72)**

Report of the Director of Service Improvement (APRC/18/8) attached.

**10 Authority Policy for the Regulation of Investigatory Powers Act 2000 (RIPA) - outcome of recent inspection (Pages 73 - 100)**

Report of the Director of Corporate Services (APRC/18/9) attached.

**11 Devon & Somerset Fire & Rescue Service Performance 2017-18 - Report to Quarter 3 (April to December 2017) (Pages 101 - 126)**

Report of the Director of Service Improvement (APRC/18/10) attached.

**12 Exclusion of the Press and Public**

**RECOMMENDATION** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to the financial and business affairs of any particular person – including the authority holding that information.

**PART 2 - ITEMS WHICH MAY BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC**

**13 Audit & Review IT Security Progress Report (Pages 127 - 134)**

Report of the Director of Service Improvement (APRC/18/11) attached.

**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

Membership:-

Councillors Wheeler (Chair), Clayton (Vice-Chair), Healey MBE, Napper, Saywell, Trail BEM and Vijeh.

**NOTES**

<b>1.</b>	<b><u>Access to Information</u></b> Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact the person listed in the "Please ask for" section at the top of this agenda.
<b>2.</b>	<b><u>Reporting of Meetings</u></b> Any person attending a meeting may report (film, photograph or make an audio recording) on any part of the meeting which is open to the public – unless there is good reason not to do so, as directed by the Chairman - and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority.  Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.
<b>3.</b>	<b><u>Declarations of Interests (Authority Members only)</u></b>
	<b>(a). <u>Disclosable Pecuniary Interests</u></b> If you have any disclosable pecuniary interests (as defined by Regulations) in any item(s) to be considered at this meeting then, unless you have previously obtained a dispensation from the Authority's Monitoring Officer, you must: <ul style="list-style-type: none"><li>(i). disclose any such interest at the time of commencement of consideration of the item in which you have the interest or, if later, as soon as it becomes apparent to you that you have such an interest;</li><li>(ii). leave the meeting room during consideration of the item in which you have such an interest, taking no part in any discussion or decision thereon; and</li><li>(iii). not seek to influence improperly any decision on the matter in which you have such an interest.</li></ul> If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have a disclosable pecuniary interest of a sensitive nature. You must still follow (ii) and (iii) above.
	<b>(b). <u>Other (Personal) Interests</u></b> Where you have a personal (i.e. other than a disclosable pecuniary) interest in any matter to be considered at this meeting then you must declare that interest no later than the commencement of the consideration of the matter in which you have that interest, or (if later) the time at which the interest becomes apparent to you. If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the precise nature of the interest but merely declare that you have a personal interest of a sensitive nature.  If the interest is such that it might reasonably be perceived as causing a conflict with discharging your duties as an Authority Member then, unless you have previously obtained a dispensation from the Authority's Monitoring Officer, you must not seek to improperly influence any decision on the matter and as such may wish to leave the meeting while it is being considered. In any event, you must comply with any reasonable restrictions the Authority may place on your involvement with the matter in which you have the personal interest.
<b>4.</b>	<b><u>Part 2 Reports</u></b> Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.
<b>5.</b>	<b><u>Substitute Members (Committee Meetings only)</u></b> Members are reminded that, in accordance with Standing Order 35, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.