



**Wednesday,  
19 April 2023  
10.00 am**

**Meeting of  
Audit Committee  
Sadler Road  
Winsford  
CW7 2FQ**

Contact Officer:  
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## **Cheshire Fire Authority**

### **Notes for Members of the Public**

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#### **Attendance at Meetings**

The Cheshire Fire Authority welcomes and encourages members of the public to be at its meetings and Committees. You are requested to remain quiet whilst the meeting is taking place and to enter and leave the meeting room as quickly and quietly as possible.

All meetings of the Authority are held at the Training Centre, Sadler Road, Winsford. If you plan to attend please report first to the Reception Desk where you will be asked to sign in and will be given a visitors pass. You should return your pass to the Reception Desk when you leave the building. There are some car parking spaces available on site for visitors at the front of the building. Please do not park in spaces reserved for Fire Service personnel.

If you feel there might be particular problems with access to the building or car parking please contact the Reception Desk at Sadler Road Winsford Tel (01606) 868700.

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#### **Access to Information**

Copies of the Agenda will be available at the meeting. A copy can also be obtained from the contact officer named on the front of the Agenda. Alternatively, the Agenda and individual reports are available on the Authority's website ([www.cheshirefire.gov.uk](http://www.cheshirefire.gov.uk))

The Agenda is usually divided into two parts. Most business is dealt with in the first part which is open to the public. On some occasions some business may need to be considered in the second part of the agenda, in private session. There are limited reasons which allow this to take place, e.g. as confidential information is being considered about an individual, or commercial information is being discussed.

**This agenda is available in large print, Braille, audio CD or in community languages upon request by contacting; Telephone: 01606868414 or email: [equalities@cheshirefire.gov.uk](mailto:equalities@cheshirefire.gov.uk)**

#### **Recording of Meetings**

The Authority audio records its meetings. Please contact Democratic Services for a copy of the recording via [DemocraticServices@cheshirefire.gov.uk](mailto:DemocraticServices@cheshirefire.gov.uk). The recordings are not kept indefinitely.

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#### **Fire Evacuation**

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## **MEETING OF THE AUDIT COMMITTEE**

**WEDNESDAY, 19 APRIL 2023**

**Time : 10.00 am**

**Lecture Theatre - Training Centre, Sadler Road, Winsford, Cheshire CW7 2FQ**

### **AGENDA**

#### **Part 1 - Business to be discussed in public**

##### **1 PROCEDURAL MATTERS**

###### **1a Recording of Meeting**

Members are reminded that this meeting will be audio-recorded.

###### **1b Apologies for Absence**

###### **1c Declarations of Members' Interests**

Members are reminded to disclose any interests that are relevant to any item on the Agenda.

###### **1d Minutes of the Audit Committee**

To confirm as a correct record the Minutes of the meeting of the Audit Committee held on Wednesday 25<sup>th</sup> January 2023.

(Pages 5 - 8)

###### **1e Action Tracker of the Audit Committee**

(Pages 9 - 10)

#### **ITEMS REQUIRING DISCUSSION / DECISION**

##### **2 Responsibilities of Audit Committee (and Ancillary Matters)**

(Pages 11 - 24)

##### **3 Internal Audit - Progress Report Quarter 4 2022-23**

The Internal Auditor has prepared a report showing progress against the 2022-23 Internal Audit Plan. The Committee is asked to consider the report.

(Pages 25 - 30)

##### **4 Internal Audit Follow Up Summary Report**

The Internal Auditor has, in consultation with the officers, prepared a report which covers progress on previous internal audit recommendations. The Committee is asked to consider the report.

(Pages 31 - 38)

##### **5 Draft Internal Audit Annual Plan 2023-24**

The Internal Auditor has, in consultation with the Treasurer, created the attached draft Internal Audit Plan for 2023-24. The Committee is asked to consider the Plan with a view to recommending it to the Fire Authority for approval.

(Pages 39 - 50)

- 6 Internal Audit Charter** (Pages 51 - 60)  
The Internal Auditor will present the Internal Audit Charter. The Committee is asked to note the Charter.
- 7 External Audit Plan 2022-23** (Pages 61 - 84)  
The External Auditor has, in consultation with the Treasurer, created the attached External Audit Plan for 2022-23. The Committee is asked to consider the Plan with a view to recommending it to the Fire Authority for approval.
- 8 Informing the Audit Risk Assessment for Cheshire Fire Authority 2022-23** (Pages 85 - 114)  
The External Auditor has, in consultation with officers, prepared a report on the Audit Risk Assessment for the Authority. The Committee is asked to consider the report. It will be presented to the Fire Authority with the External Audit Plan.

## **PART 2: BUSINESS TO BE DISCUSSED IN PRIVATE**

**NONE**