



**Wednesday,  
12 July 2023  
1.00 pm**

**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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## **MEETING OF THE AUDIT COMMITTEE**

**WEDNESDAY, 12 JULY 2023**

**Time : 1.00 pm**

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

### **AGENDA**

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

**1a Recording of Meeting**

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

**1b Confirmation of Chair and Deputy Chair of the Audit Committee for 2022-23**

**1c Apologies for Absence**

**1d Declarations of Members' Interests**

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

**1e Minutes of the Audit Committee**

(Pages 5 - 10)

To confirm as a correct record the Minutes of the meeting of the Audit Committee held on Wednesday 19<sup>th</sup> April 2023.

**1f Action Tracker of the Audit Committee**

(Pages 11 - 12)

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

**2 Draft Statement of Accounts 2022-23**

(Pages 13 - 114)

Officers will introduce the draft Statement of Accounts in advance of the auditors commencing their work.

**3 Draft Annual Governance Statement 2022-23**

(Pages 115 -128)

Officers will present the draft Annual Governance Statement 2022-23 for Members' consideration.

#### **Internal Audit**

**4 Station Management Framework Review**

(Pages 129 -146)

**5 Microsoft 365 (M365) Project Rollout Review**

(Pages 147 -174)

<b>6</b>	<b>Internal Audit Annual Report and Head of Internal Audit Opinion 2022-23</b>	(Pages 175 -188)
<b>7</b>	<b>Internal Audit Progress Report</b>	(Pages 189 -198)

## **Risk Management**

<b>8</b>	<b>Annual Risk Management Report 2022 - 2023</b>	(Pages 199 -220)
<b>9</b>	<b>New Risk Management Arrangements</b>	(Pages 221 -230)
<b>10</b>	<b>Review of the Strategic Risk Register</b>	(Pages 231 -236)

The Audit Committee are asked to review the Strategic Risk Register at each meeting in order to satisfy itself that corporate risks are managed appropriately.

An explanation of the Risk Management Process and how risks are scored can be found within Item 6 – Annual Risk Management Report 2022-23.

Note: The strategic risks and risks that we refer to as being ‘below the threshold’ are summarised in the attached document.