



**Wednesday,  
24 January 2024  
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, 24 JANUARY 2024**

**Time : 10.00 am**

**Lecture Theatre - Fire Service Headquarters, 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 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 22<sup>nd</sup> November 2023.

(Pages 5 - 8)

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

(Pages 9 - 10)

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

##### **External Audit**

**2 Update - Accounts and Annual Auditor's Report 2022-23**

(Pages 11 - 12)

**3 Annual Governance Statement - Progress Against Areas for  
Action 2023-24 (and 2022-23)**

(Pages 13 - 16)

##### **Internal Audit**

**4 Internal Audit Progress Report**

(Pages 17 - 26)

**5 Internal Audit Recommendations Follow Up Report**

(To Follow)

**6 National Fraud Initiative Briefing Note**

(Pages 27 - 30)

**7 Internal Audit Procurement Update**

(Verbal Report)

## **Risk Management**

### **8 Risk Management Policy (Pages 31 - 42)**

The Risk Management Policy was considered by the Service Leadership Team prior to submission to the Risk Management Group at its meeting on Wednesday 10<sup>th</sup> January 2024.

### **9 Review of the Strategic Risk Register (Pages 43 - 48)**

Audit Committee reviews the Strategic Risk Register at each meeting. A summary of the risks has been prepared.

The information included on the summary is correct as of 11<sup>th</sup> January 2024. Any changes/ updates will be provided by the Projects and Risk Officer during the meeting.