



**Wednesday,
17 April 2024**

**10.30 am or on the rise of
Governance and Constitution
Committee, whichever is later.**

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

Contact Officer:
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Cheshire Fire Authority

Notes for Members of the Public

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.

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)

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

Recording of Meetings

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

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MEETING OF THE AUDIT COMMITTEE

WEDNESDAY, 17 APRIL 2024

Time : 10.30 am or on the rise of Governance and Constitution Committee, whichever is later

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 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 24th January 2024.

(Pages 5 - 10)

1e Action Tracker of the Audit Committee

(Pages 11 - 12)

ITEMS REQUIRING DISCUSSION / DECISION

External Audit

2 Appointment of External Auditor

(Pages 13 - 14)

Internal Audit

3 Internal Audit Progress Report

(Pages 15 - 24)

4 Risk Management - Core Controls Review Assignment Report

(Pages 25 - 34)

5 Key Financial Transactional Processing Controls Review Assignment Report

(Pages 35 - 48)

6 Draft Internal Audit Annual Report and Head of Internal Audit Opinion 2023-24

(Pages 49 - 62)

7 Internal Audit Charter

(Pages 63 - 72)

8 **Draft Internal Audit Plan 2024-25** (Pages 73 - 84)

Risk Management

9 **Annual Risk Management Report 2023-24** (Pages 85 - 94)

10 **Review of the Strategic Risk Register** (Pages 95 - 100)

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 5th April 2024. Any changes/ updates will be provided by the Projects and Risk Officer during the meeting.

General

11 **Audit Committee Annual Report** (Pages 101 -116)

12 **Draft Audit Committee Forward Plan 2024-25** (Pages 117 -118)

Any Other Business

Date of next meeting

Wednesday 10th July at 1pm

Part 2 - Business to be discussed in private

Note: Opportunity to talk to Auditors

After the meeting has finished, the Committee members have time to speak with the External and/or Internal Auditors without officers being in attendance.