

**BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY
BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE**

Clerk to the Fire Authority. Chief Executive's Department, Milton Keynes
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Clerk to the Fire Authority: John Moffoot

Chief Fire Officer and Chief Executive

Damian M Smith

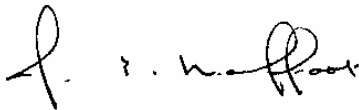
To: The Chairman and Members of the Overview,
Performance and Audit Committee

19 May 2008

Dear Councillor

Your attendance is requested at a meeting of the **OVERVIEW, PERFORMANCE AND AUDIT COMMITTEE** of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held at Fire and Rescue Headquarters, Stocklake, Aylesbury on **WEDNESDAY 28 MAY 2008 at 2.30 pm** when the business set out overleaf will be transacted.

Yours faithfully



John Moffoot
Clerk to the Fire Authority

Councillor Adams (Chairman)
Councillors Aston, Egleton, Fraser, Oxley, Sweatman, Wassell and Woollard



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TERMS OF REFERENCE

1. To review current and emerging organisational issues and make recommendations as appropriate.
2. To comment upon proposed new policies and make recommendations as appropriate.
3. To review and challenge performance management and associated data and make recommendations as appropriate.
4. To assess performance of the Authority against agreed organisational targets and make recommendations as appropriate.
5. To review issues referred by the Authority and its other bodies and make recommendations as appropriate.
6. To make recommendations to the Executive Committee on:
 - (a) action plans arising from internal and external audit reports including the Comprehensive Performance Assessment;
 - (b) the Annual Audit Letter Action Plan, the Statement of Accounts and the Statement of Internal Control;
 - (c) the system of internal audit;
 - (d) the internal and external audit plans;
 - (e) issues raised by internal and external audit reports, and any related action plans;
 - (f) the Electronic Services Delivery Plan;
 - (g) the Brigade Personnel Strategy;
 - (h) Levels of Incident Response;
 - (i) the Corporate Risk Management Policy;
 - (j) the Authority's Information Policy; andother such policies and procedures as are required from time to time
7. To oversee investigations arising out of fraud and corruption allegations.

AGENDA

Item No:

1. Apologies

2. Minutes

To approve, and the Chairman to sign as a correct record, the Minutes of the meeting of the Overview and Performance Committee held on 5 March 2008 (Item 2) (**Pages 4 to 6**).

3. Disclosure of Interests

Members and officers to disclose any interests they may have in the business to be transacted.

4. Questions

To receive questions in accordance with Standing Order SOA7.

5. Proposed Changes to Operational Duty Patterns

To consider Item 5 (**Pages 7 to 12**)

6. Combined Fire Authority Internal Audit Plan 2008/09

To consider Item 6 (**Pages 13 to 28**)

7. Annual Governance Statement 2007/08

To consider Item 7 (**Pages 29 to 58**)

8. Internal Audits 2007/08 Including Snowdrop Follow - Up Audit

To consider Item 8 (**Pages 59 to 76**)

9. Risk Control Summary Report – May 2008

To consider Item 9 (**Pages 77 to 83**)

10. Status of the Authority's Policies

To consider Item 10 (**Pages 84 to 89**)

11. Integrated Risk Management Plan Action Plan 2007 – 08 Performance Monitoring – 1 April 2007 to 30 April 2008

To consider Item 11 (**Pages 90 to 95**)

If you have any enquiries about this agenda please contact: Simon Heap - Tel: (01908) 252567 e-mail: simon.heap@milton-keynes.gov.uk