



Hereford & Worcester  
Fire Authority

# **Fire Authority Statement of Assurance**

## **2016-17**

## What is a statement of assurance?

A statement of assurance is a short report designed to give our staff, partners and local communities an assurance we are doing everything we can to keep them safe and that we are providing value for money.

The statement covers three main areas: our finances, our governance and our frontline response (operational) services. This provides an overview of how we manage the money we receive, how we conduct our business and how we make sure everything we do is done properly, efficiently and effectively.

The statement includes a short directory with links to a wealth of information, which will also help you assess our performance and value for money. Our website is also full of facts and figures about everything we do, which will also help you judge how well we are doing.

We hope the statement of assurance gives you confidence that the Authority maintains the highest standards in all aspects of its work and that the Service is delivering its frontline and support services to the best of its abilities for the communities of Herefordshire and Worcestershire.



Cllr. Derek W. Prodger MBE,  
Chairman of the Fire Authority

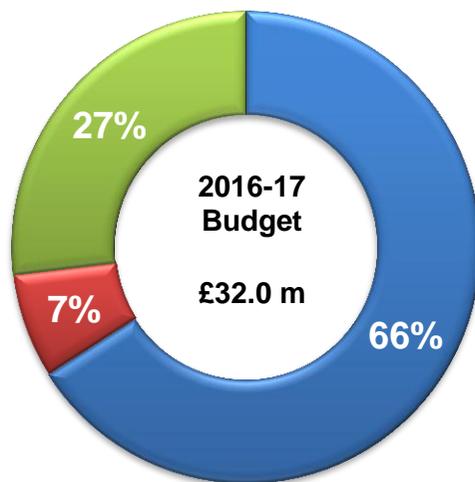


Nathan Travis, Chief Fire Officer/  
Chief Executive

## Finance

Our funding comes from three main sources as shown in the following chart:

**How the Service is paid for: 2016-17**

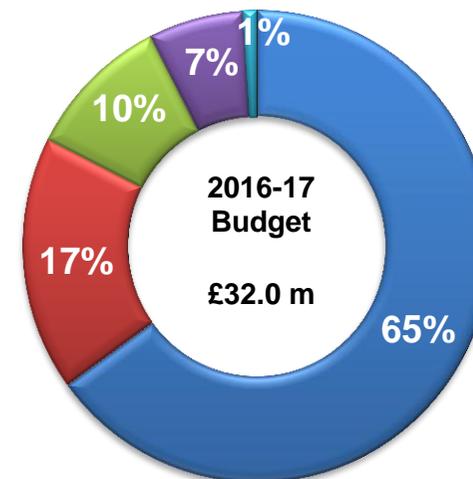


- H&W Council Tax £21.1 m
- H&W Business Rates, etc. £2.3 m
- Government Grants £8.6 m

To make sure we spend this properly, we have robust financial monitoring processes in place. The Fire Authority requires the Treasurer to prepare an annual Statement of Accounts, which is designed to provide a true and fair view of the financial position,

including a statement on income and expenditure. In preparing the statement, the Treasurer follows the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom.

**How the budget is spent: 2016-17**



- Employees
- Fleet, equipment, ICT, property
- Capital financing \*
- Other running costs \*\*
- Transition costs \*\*\*

- \* capital financing is interest and provision to repay loans
- \*\* other running costs include training costs, community safety material, payroll services, legal costs, Fire Authority costs and insurances
- \*\*\* temporary cost of reducing workforce to approved levels

The Authority approves a Medium Term Financial Plan each year, which sets out the resources needed to deliver our services, and agrees an annual budget as shown in the chart above.

To provide further assurance, every year a structured programme of internal audit reports is carried out, supported by an independent annual external audit. The internal audits are currently carried out by the Worcestershire Internal Audit Shared Service in line with the Public Sector Internal Audit Standards 2013. These audits examine key aspects of how the Service conducts its business including:

- the adequacy and effectiveness of internal controls and risk management,
- compliance with legislation and the Service's own objectives, policies and procedures,
- how well the Service's assets and interests are protected and managed,
- investigation of any allegations of fraud and irregularity,
- advice on the control and risk implications of new systems or other organisational changes.

Five audits were finalised in the year: for all five, there were no 'high' priority recommendations or significant risk areas to report.

Each audit found a sound system of control in place and 'significant assurance'. The audits covered the following areas:

- **Payroll & Pensions** (note: at 1 April 2015, payroll services were transferred from Worcestershire County Council to Warwickshire County Council)
- **Creditors**
- **Debtors**
- **Main Ledger, Budgetary Control**
- **Fire Control Contingency Cash Float** (a limited scope review)

The external audit is currently undertaken by Grant Thornton UK LLP and provides an independent assessment of the Fire Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources. It focuses on arrangements for securing financial resilience and prioritising resources within tighter budgets.

In the latest annual audit review letter 2014-15, the auditor found that the Authority has a realistic Medium Term Financial Plan underpinning the annual budget, considered the Authority's financial statements gave a true and fair view of the financial position and was satisfied that the financial statements were sound. The auditor was also satisfied that the Authority has put in place proper arrangements to secure value for money in its use of resources for the year ending 31 March 2015.

## Governance

The Fire Authority has a responsibility to ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for. To do this the Authority must ensure it has proper arrangements for the governance of its affairs. This includes maintaining a sound system of internal control and ensuring robust arrangements for managing risk are in place.

Governance is about how the Authority ensures it is doing the right things in the right ways for the right people in a timely, inclusive, open, honest and accountable manner. It comprises the systems and processes, culture and values by which the Authority is directed and controlled and through which it accounts to and engages with its communities.

Each year the Authority prepares an Annual Governance Statement setting out how it meets these responsibilities. This is supported by a Code of Corporate Governance setting out how the Authority promotes good governance. The main elements of the governance framework are as follows:

- Constitution – defines the roles and responsibility of the Authority, Committees, Members and Officers.
- Audit and Standards Committee – reviews arrangements for identifying and managing the Authority's business risks and the approval of policies in respect of the governance framework.

- Monitoring Officer – provides advice on the scope of powers and responsibilities of the Authority, and has a statutory duty to ensure lawfulness and fairness of decision making.
- Chief Financial Officer (Treasurer) – ensures the sound administration of the financial affairs of the Authority as required by the statutory duties under the Local Government Act 1972, the Local Government Finance Act 1988 and the Accounts and Audit Regulations 2015.
- Ethical Framework and Code of Conduct – in place for all staff and familiarisation is included in the local induction.

Audit reviews in five areas were completed: Human Resources, Stores/Operational Logistics, Risk Management, Information and Communications Technology and Corporate Governance. No fundamental weaknesses were identified in the areas audited and there were no 'high priority' recommendations where further action is needed.

The Head of Worcestershire Internal Audit Shared Service concluded that internal control arrangements were effectively managing any principal risks and can be relied upon to ensure corporate objectives are being met.

## Frontline response (operational) services

Making sure our firefighters and communities are kept as safe as possible is at the heart of everything we do. We aim to provide the best training and equipment for our firefighters to do their jobs safely and ensure they have the best command and leadership available. We constantly assess the level of risk across the two counties and use this to help organise how we target our prevention and protection services.

The latest Fire Authority Annual Report 2016-17 reviews our progress in delivering our plans and services over the year. It also includes our Community Risk Management Plan for 2016-17, which sets out the services we will be delivering over the forthcoming year, including how we organise our fire and emergency cover arrangements in the light of changing risks and resources.

The Annual Report also provides an update on our 2020 Vision Programme designed to provide oversight of a range of major projects designed to transform the way in which we'll be delivering our services in the future.

The Transparency pages on the Service website help to make as much information about how our organisation delivers its responsibilities as freely available as possible. We also publish a quarterly Performance Snapshot giving information on operational

assurance and performance covering firefighter safety, community safety and quality services.

An internal audit of the Service's risk management systems found the Service generally has a sound system of internal control and gave moderate assurance. Four areas for improvement were identified and these have been addressed, including revised maintenance and recording systems.

Last year, we reported on the findings of the Chief Fire Officers Association (CFOA) West Midlands Regional Health and Safety Audit and noted that several areas for improvement were identified. All but four of these have been addressed successfully, while the remaining four areas are awaiting an IT solution which is in development.

A number of Operational Assurance audits were carried out during the year. These audits focus on safety critical areas of our work and our commitment to firefighter and community safety. In 2015-16 audits were completed in Incident Command assessment and accreditation, operational intelligence, health & safety and JESIP (the joint emergency services interoperability programme). Overall findings showed that the Service continues to perform very well in these areas.

## Directory of assurance documents

The following directory provides links to documents available on the [Service website](#) and to others held on external websites.

### A. Finance

Details of the Fire Authority's finances and budgeting arrangements can be found in the following documents:

- [Provisional Annual Statement of Accounts 2015-16](#)
- Link to previous [Statements of Accounts](#)
- [Budget and Precept 2016-17 and Medium Term Financial Plan](#)

Reports of internal audits and external audit review can be found at the following links:

- [Internal Audit Annual Report 2014-15](#)
- [Annual Audit Review Letter 2014-15](#)

The Service website has further information on spending and links include:

- [Council Tax](#)
- [Invoice payments over £500](#)

- [Pay policy statement 2016-17](#)

Links to national legislation and other guidance:

- [Local Government Act 1999](#)
- [Accounts and Audit Regulations 2015](#)
- [Local Government Finance Act 1988](#)
- [Local Government Act 1972](#)
- [Chartered Institute for Public Finance and Accountancy \(CIPFA\) Codes of Practice](#)
- [Public Sector Internal Audit Standards 2013](#)

Previous Statements of Assurance can be found at the following link:

- [Statements of Assurance](#)

## B. Governance

The Fire Authority is fully committed to supporting the Government's transparency initiative, promoting openness and accountability through reporting on local decision making, public spending and democratic processes. The Service website lists all the relevant information through its [Transparency Code of Practice](#), including:

- [Draft Annual Governance Statement 2015-16](#)
- [Previous Annual Governance Statement](#)
- [Code of Corporate Governance](#)
- [Fire Authority Constitution](#)

- [Fire Authority and Committees](#)
- [Transparency](#)
- [Performance Snapshot](#)

Links to national legislation and other guidance:

- [Fire and Rescue National Framework for England 2012](#) – provides guidance on assurance and accountability
- [Local Government Transparency Code 2015](#)

## C. Operations

The Fire Authority publishes reports on all its services, including the overall strategy, operational performance, policies and financial plans. Key documents include:

- [Fire Authority Annual Report 2015-16](#)
- [Community Risk Management Plan 2014-2020](#)
- [Annual Performance 2015-16](#)
- [CFOA West Midlands Regional Health and Safety Audit](#)
- 2020 Vision Programme

The Service website provides a wide range of information about the Fire Authority and the Fire and Rescue Service, with five main sections:

- [About Us](#)
- [Safety and Advice](#)
- [Your Right To Know](#)
- [Join Us](#)
- [News and Events](#)
- There is also a [Publication Scheme](#), which sets out what information we make publicly available.

Links to national legislation and other guidance:

- [Fire and Rescue Services Act 2004](#)
- [Civil Contingencies Act 2004](#)
- [Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Fire and Rescue Services \(Emergencies\) \(England\) Order 2007](#)
- [Localism Act 2011](#)
- [Health and Safety at Work etc. Act 1974](#)
- [Fire and Rescue National Framework for England 2012](#) and [Addendum 2014](#)

## Your right to know: access to information

Hereford & Worcester Fire and Rescue Service collects and maintains information and data to enable it to carry out its statutory duties. A great deal of information on the Service is already available in the public domain through our Publication Scheme and [Transparency Webpage](#). Service staff will help you obtain the information you want unless disclosure would be against the law.

You have a right to request information under the Freedom of Information Act 2000, which gives you a general right of access to recorded information held by the Service. The Act is designed to ensure greater accountability, as well as to promote a more open culture. If you want to know what personal information is held about you, you can make a request under the Data Protection Act 1998. To find out more, please follow the link: [Your Right to Know](#).

## What do you think of our Statement of Assurance?

We welcome any views you may have on the content of this Statement of Assurance.

If you have any comments or would like to contact us about any issue, please visit our website at [www.hwfire.org.uk](http://www.hwfire.org.uk) where you will find full contact details along with links to further information about our services and activities.

If you have any general enquiries, please call 0345 122 4454 or email us at [info@hwfire.org.uk](mailto:info@hwfire.org.uk).

You can also follow us on Twitter at @HWFire (<https://twitter.com/hwfire>)

or find us on Facebook at [www.facebook.com/hwfire](http://www.facebook.com/hwfire)

Alternatively you may write to:

Hereford & Worcester Fire and Rescue Service Headquarters,  
2 Kings Court,  
Charles Hastings Way,  
Worcester  
WR5 1JR.

If you would like this information in an alternative language or format such as large print or audio, please contact us on 0345 122 4454.