

Tyne and Wear Fire and Rescue Authority

2008/2009 Annual Review of Corporate Governance and Internal Control Arrangements

Action Plan for 2009/2010

Ref.	Corporate Improvement Objectives	Responsible Officer
1	<ul style="list-style-type: none"> • The Performance and Statistics team are to devolve the validation of statistics to station/departmental level and to the personnel actually attended an emergency incident. It is envisaged this will reduce the time taken to validate incident data and make accurate information available to inform decisions on a timelier basis. • The risk information library is to be fully digitalized to allow succinct access by operational personnel. Risk management sections will be introduced into district plans and a risk register will be developed to inform Local Strategic Partnerships. The Capital Appraisal Form will also be reviewed to better recognise risk. • A full publication scheme has been developed and will be evidenced on the Authority Internet and Intranet which will allow members of the public access to all of the documents produced by the Authority. 	AM Corporate Development
2	<ul style="list-style-type: none"> • The Procurement Department will develop a Procurement Manual to compliment the standing orders and financial regulations. 	Procurement Manager

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3	<p>The Authority should give consideration to developing a Whistleblowing Policy for the benefit of members of the public which aims to:</p> <ul style="list-style-type: none">• enable members of the public to raise concerns about suspected malpractice;• encourage and enable members of the community to communicate serious concerns rather than overlooking a problem;• encourage members of the public to feel confident in raising serious concerns;• reassure members of the public that they will be protected from victimisation and their concerns will be taken seriously;• provide avenues for members of the public to raise concerns and receive appropriate feedback on any action taken; and• ensure that members of the public get an appropriate response to the concerns they have raised and show how they may take the matter further if they are dissatisfied with the response.	Human Resources Manager and Corporate Communications Manager

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4	<ul style="list-style-type: none">There will be further development of the Devolved budget pilot, the direction of which is dependant on the outcome of / findings during the pilot, with the ultimate goal of full Cost Centre Accounting and Budget Management.	Finance Manager

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UPDATE

Ref.	Corporate Improvement Objectives	Status
1	<ul style="list-style-type: none"><li data-bbox="152 509 1451 619">• The framework and methodology for the annual review should be revised and formally approved by the Authority, including being updated in respect of the requirement to produce an Annual Governance Statement (rather than a SIC).<li data-bbox="152 659 1451 730">• Membership of the Corporate Governance Steering Group needs to be determined and clearly stated in all documentation	Complete Complete
2	Records of the Corporate Governance Steering Group, e.g. notes of discussions, issues and points for action should be maintained to evidence transparency of the process and record points for action.	Complete

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3	<p>The Authority should give consideration to developing a Whistleblowing Policy for the benefit of members of the public which aims to:</p> <ul style="list-style-type: none">• enable members of the public to raise concerns about suspected malpractice;• encourage and enable members of the community to communicate serious concerns rather than overlooking a problem;• encourage members of the public to feel confident in raising serious concerns;• reassure members of the public that they will be protected from victimisation and their concerns will be taken seriously;• provide avenues for members of the public to raise concerns and receive appropriate feedback on any action taken; and• ensure that members of the public get an appropriate response to the concerns they have raised and show how they may take the matter further if they are dissatisfied with the response.	Ongoing to be completed during 2009/10

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Ref.	Corporate Improvement Objectives	Status
4	Employees should be reminded of all of the various circumstances, as detailed in the Code of Conduct, which may give rise to a conflict of interests and to consider if a declaration should be made.	Complete
5	A stock of Declaration of Interests forms should be held ready for use with the Register of Interests, Gifts and Hospitality, for employees.	Complete