

## Tyne and Wear Fire and Rescue Authority

## 2011/2012 Annual Review of Corporate Governance and Internal Control Arrangements

## Action Plan for 2011/2012

<b>Ref.</b>	<b>Corporate Improvement Objectives</b>	<b>Update</b>	<b>Responsible Officer</b>
1	<ul style="list-style-type: none"> <li>The Procurement Department will develop a Procurement Manual to compliment the standing orders and financial regulations.</li> </ul>	Ongoing – has been delayed somewhat by the primacy of the back office reviews	Procurement Manager
2	<ul style="list-style-type: none"> <li>Gain accreditation under the British Standard for Business Continuity Management to ensure that services can be resumed in case of emergency.</li> </ul>	Pre-audit of the strategy and policy complete with full inspection due before the summer of 2011	AM Corporate Support
4	<ul style="list-style-type: none"> <li>Review Members induction to the Authority</li> </ul>	December 2011	DCO
5	<ul style="list-style-type: none"> <li>Review Member areas of training and development to maintain high standards</li> </ul>	December 2011	CFO
6	<ul style="list-style-type: none"> <li>Deliver financial awareness training to better embed value for money principles in procurement decisions</li> </ul>	December 2011	Finance Manager

## Tyne and Wear Fire and Rescue Authority

## 2011/2012 Annual Review of Corporate Governance and Internal Control Arrangements

## Action Plan for 2012/2013

Ref.	Corporate Improvement Objectives	Update	Responsible Officer
1	<ul style="list-style-type: none"> <li>The Procurement Department will develop a Procurement Manual to compliment the standing orders and financial regulations.</li> </ul>	Ongoing – has been delayed somewhat by the primacy of the back office reviews	Procurement Manager
2	<ul style="list-style-type: none"> <li>Gain accreditation under the British Standard for Business Continuity Management to ensure that services can be resumed in case of emergency.</li> </ul>	Part 1 of accreditation passed successfully – Part 2 to be completed in October 2012	AM Corporate Support
7	<ul style="list-style-type: none"> <li>Review the frequency of reporting on Authority activities</li> </ul>	December 2012	CFO
8	<ul style="list-style-type: none"> <li>Consider increasing the number of 'meet the public meetings' in relation to being accountable for ensuring appropriate service delivery</li> </ul>	December 2012	CFO
9	<ul style="list-style-type: none"> <li>Carry out a further employee survey</li> </ul>	December 2012	ACO Strategic Planning