

## Tyne and Wear Fire and Rescue Authority

### 2011/12 Annual Review of Corporate Governance and Internal Control Arrangements

#### Action Plan 2012/2013

Ref.	Corporate Improvement Objectives	Update	Responsible Officer
1	<ul style="list-style-type: none"> <li>The Procurement Department will develop a Procurement Procedure to complement the standing orders and financial regulations.</li> </ul>	September 2013	Finance and 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>	Complete	AM Corporate Support
7	<ul style="list-style-type: none"> <li>Review the frequency of reporting on Authority activities</li> </ul>	September 2013 Considered along with new guidance to deliver an Annual Report and Statement of Assurance	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 2013 A number of public meetings will be arranged on specific IRMP actions	CFO
9	<ul style="list-style-type: none"> <li>Carry out a further employee survey</li> </ul>	Complete	ACO Strategic Planning

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#### Action Plan 2013/2014

Ref.	Corporate Improvement Objectives	Update	Responsible Officer
10	<ul style="list-style-type: none"> <li>• Provide refresher training to managers regarding scrutiny activities</li> </ul>	October 2013	ACO Strategy and Performance
11	<ul style="list-style-type: none"> <li>• Update Quality assurance of HSC process</li> </ul>	October 2013	AM Community Safety
14	<ul style="list-style-type: none"> <li>• Review the Procurement Strategy</li> </ul>	August 2014	Finance and Procurement Manager
15	<ul style="list-style-type: none"> <li>• Review the standing orders and financial regulations to take account of organisational changes</li> </ul>	December 2013	AM Strategic Planning, Risks and Assets
16	<ul style="list-style-type: none"> <li>• Enhance the operational inspection process and quality assurance programme for Stations</li> </ul>	Complete	AM Service Delivery
17	<ul style="list-style-type: none"> <li>• Provide all relevant staff with a reminder of partnership approval process and update the Partnership Register</li> </ul>	December 2013	AM Community Safety
18	<ul style="list-style-type: none"> <li>• Prepare the Authority's first Statement of Assurance to comply with National Fire and Rescue Framework 2012</li> </ul>	September 2014	AM Strategic Planning, Risks and Assets

19	<ul style="list-style-type: none"><li>Review Audit arrangements in response to the Local Audit and Accountability Bill 2013</li></ul>	In accordance with national guidance	AM Strategic Planning, Risks and Assets
20	<ul style="list-style-type: none"><li>Undertake Operational Assessment and Peer Review</li></ul>	March 2014	Strategic Management Team
21	<ul style="list-style-type: none"><li>Achieve ISO accreditation for Business Continuity (Leadership and Governance)</li></ul>	April 2014	AM Strategic Planning, Risks and Assets

NOT PROTECTIVELY MARKED

Appendix C