

Agenda Item no. 8

TO: Cambridgeshire and Peterborough Fire Authority

FROM: Head of Media and Communication – Hayley Douglas

PRESENTING OFFICER(S): Deputy Chief Executive Officer – Matthew Warren

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DRAFT ANNUAL REPORT AND STATEMENT OF ASSURANCE 2019/20

1. Purpose

- 1.1 The purpose of this report is to present the draft Annual Report and Statement of Assurance 2019/20 for Fire Authority approval (see **Appendix 1**).

2. Recommendation

- 2.1 The Authority is asked to agree the draft Annual Report and Statement of Assurance 2019/20 attached at Appendix 1, subject to the conditions highlighted in paragraphs 5.1 to 5.4 below.

3. Risk Assessment

- 3.1 **Political/Legal** – the Fire and Rescue National Framework requires fire authorities to provide annual assurance on financial, governance and operational matters and show they have had due regard to the expectations set out in their Integrated Risk Management Plan (IRMP) and the requirements included in said framework. To evidence this assurance, the Authority must publish an annual statement of assurance.

4. Background

- 4.1 As stated above, the purpose of the publication of an Annual Report and Statement of Assurance is to meet the requirements of the Fire and Rescue National Framework and to ensure the Service continues to provide information on its activities to the communities it serves and key stakeholders.
- 4.2 As well as covering the information required under the national framework, the Annual Report and Statement of Assurance reports on our progress against the IRMP which is the final year of the 2017/20 IRMP in this instance. It also highlights achievements against our Equality Strategy, information about our HMICFRS inspection outcome and detail about partnerships and collaborations we are actively involved with.

5. Points to Highlight

- 5.1 To enable us to publish the report within reasonable timescales, it is necessary to present the draft text version of the report for approval at today's meeting however a number of sections are still to be finalised.
- 5.2 Our structure, on page 12, will be updated following the upcoming Assistant Chief Fire Officer appointment.
- 5.3 The finance and governance section, on pages 41-45, will need updating at the end of July when the accounts are finalised. The Annual Report and Statement of Assurance will not be published until after this date and any amendments to the accounts information will be made. In addition, the audit information is currently based on the 2018/19 financial year as we have not yet received this information for 2019/20. Again, this will be updated at the end of July when we should receive the latest information.
- 5.4 The report is presented to Members in word document format. Once all the information has been confirmed, it will be properly designed in full colour with photos and better quality diagrams and will follow the same format, look and feel as last year's final document which is available [on our website to view](#).
- 5.5 The report will undergo a formal proof-reading process prior to design and again before publication. The Annual Report and Statement of Assurance will be published on our website and promoted on our social media channels. It will not be printed however if individuals request a hard cop, this will be colour printed in-house and sent to them.

BIBLIOGRAPHY

Source Document	Location	Contact Officer
RMP 2017 – 2020	Hinchingbrooke Cottage Brampton Road Huntingdon	Jon Anderson 07711 444201 <u>jon.anderson@cambsfire.gov.uk</u>