

**Fire Authority
Overview and Scrutiny
Committee**

Minutes - Action Log

This is the updated action log as at 7 October 2021 and captures the actions arising from the most recent Overview and Scrutiny Committee meetings and will form an outstanding action update to Members on the progress on compliance in delivering the necessary actions.

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
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Minutes of the January 2021 Committee					
104	Cambridgeshire and Peterborough Fire Authority – Annual Audit Letter	DCEO	It was noted that there was a proposed amendment to fees for the 2019/20 Audit and this would be negotiated with the DCEO. This increase would comprise two elements reflecting increased workload, some of which was for this audit only (a one-off) and part which would be included in an annual uplift. This would also need to be agreed by the PSAA. The final proposed amendment to fees would be reported to Committee Members.	Members advised at Committee that the amendment fee was just over £11,000. This was due to extra work required on property and pensions.	Completed

Minutes of the July 2021 Committee

105	Internal Audit Progress Report July 2021	DCEO	Officers stated the missed actions were now 'ongoing' and would be completed prior to the next audit. It was agreed Members would be updated on this at the next Overview and Scrutiny Committee meeting.	Verbal update.	
106		DT	A new member of staff had been hired to follow up actions related to 'Estate and Property'. Members requested a 'meet, greet and update' with the new member of the Estate and Property team.	Member seminar with a property/capital programme focus scheduled for 4 November 2021; Property Maintenance Manager will be in attendance.	Completed
107		DT	Requested circulation of a glossary for technical terms.	Ongoing; glossary will be added to reports as appropriate moving forward.	Completed
108	Cambridgeshire and Peterborough Fire Authority - Audit Planning Report – 2020/21	BDO	Financial amendment on Page 85 of the report.	Amended and revised document circulated to Members via email 17 September 2021.	Completed
109	Fire Authority Programme Management	ACFO	More details and an online seminar covering ESMCP.	Member seminar scheduled for 4 November 2021 will cover this topic.	Completed
110		DT	A link to the Equality Impact Assessment report.	Email with link sent to Members on 13 August 2021.	Completed

111	Member-Led Review Update - Engagement with Representative Bodies		Councillors Cox Condron and Taylor were to consider joining this member-led review.		
112		DT	Terms of Reference for a Member-Led Review would be drafted and circulated to Members for nominations.	Added to agenda for 7 October 2021 meeting.	Completed
113	Overview and Scrutiny Committee Work Programme	DT	Members asked for the Internal Annual Report and Internal Strategy Report 2022/23 to be brought to the Overview and Scrutiny Committee meeting scheduled in April 2022.	Added to 2021/22 work programme.	Completed