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**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

NOTICE OF MEETING

<i>Meeting</i>	HIWFRA Standards and Governance Committee	<i>Clerk to the Hampshire & Isle of Wight Fire and Rescue Authority</i> CFO Neil Odin
<i>Date and Time</i>	Wednesday, 28th September, 2022 2.00 pm	<i>Fire & Police HQ</i> <i>Leigh Road,</i> <i>Eastleigh</i> <i>Hampshire</i> <i>SO50 9SJ</i>
<i>Place</i>	Meeting Room Z, Fire and Police HQ, Eastleigh	
<i>Enquiries to</i>	<u>members.services@hants.gov.uk</u>	

The Openness of Local Government Bodies Regulations are in force, giving a legal right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Authority, and its committees and/or its sub-committees. The Authority has a protocol on filming, photographing and audio-recording, and reporting at public meetings of the Authority which is available on our website. At the start of the meeting the Chairman will make an announcement that the meeting may be recorded and reported. Anyone who remains at the meeting after the Chairman's announcement will be deemed to have consented to the broadcast of their image and anything they say.

Agenda

1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST**

To enable Members to disclose to the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting, where that interest is not already entered in the Authority's register of interests, and any other pecuniary or non-pecuniary interests in any such matter that Members may wish to disclose.

3 **MINUTES OF THE PREVIOUS MEETING** (Pages 5 - 10)

To confirm the minutes of the previous meeting held on 29 July 2022.

4 **DEPUTATIONS**

Pursuant to Standing Order 19, to receive any deputations to this meeting.

5 **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements the Chairman may wish to make.

6 **EXTERNAL AUDIT RESULTS 2021/22** (Pages 11 - 62)

For the Committee to receive the External Auditor's Audit Results Report for 2021/22

7 **STATEMENT OF ACCOUNTS 2021/22** (Pages 63 - 190)

For the Committee to receive a report regarding the Annual Accounts for 2021/22

8 **FIRE STANDARDS PROGRESS REPORT** (Pages 191 - 212)

For the Committee to receive a report on Fire Standards Progress

9 **HER MAJESTY THE LATE QUEEN ELIZABETH II PLATINUM JUBILEE MEDALS** (Pages 213 - 224)

For the Committee to receive a report on Her Majesty the late Queen Elizabeth II Platinum Jubilee Medals

10 **EXCLUSION OF PRESS AND PUBLIC**

To resolve that the public be excluded from the meeting during the following item of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraphs 3 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

11 **EXEMPT MINUTE FROM THE PREVIOUS MEETING** (Pages 225 - 226)

To approve the exempt minute from the meeting held on 29 July 2022.

ABOUT THIS AGENDA:

This agenda is available through the Hampshire & Isle of Wight Fire and Rescue Service website (www.hantsfire.gov.uk) and can be provided, on request, in alternative versions (such as large print, Braille or audio) and in alternative languages.

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Agenda Item 3

AT A MEETING of the HIWFRA Standards and Governance Committee of Hampshire and Isle of Wight Fire and Rescue Authority, held at Fire & Police HQ, Eastleigh on Friday 29th July, 2022

Chairman:

* Councillor Derek Mellor

* Councillor David Harrison

* Councillor Gary Hughes

* Councillor Cal Corkery

* Councillor Zoe Huggins

38. **APOLOGIES FOR ABSENCE**

The Chairman welcomed new Members to the Committee. All Members were present and no apologies were noted.

39. **DECLARATIONS OF INTEREST**

To enable Members to disclose to the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting, where that interest is not already entered in the Authority's register of interests, and any other pecuniary or non-pecuniary interests in any such matter that Members may wish to disclose.

40. **MINUTES OF PREVIOUS MEETING**

The minutes of the last meeting were reviewed and agreed.

41. **DEPUTATIONS**

There were no deputations for the meeting.

42. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman confirmed that there would be a separate Teams briefing session scheduled for members of the Committee on the accounts prior to the September meeting, where the annual statement of accounts will be considered.

43. **ANNUAL ASSURANCE STATEMENT 2021/22**

The Committee considered a report from the Chief Fire Officer (item 6 in the minute book). It was the first combined Annual Assurance Statement since Hampshire and Isle of Wight Fire & Rescue Service launched on 1st April 2021 and a summary of our compliance with statutory obligations through the delivery of a wide range of assurance mechanisms in place to identify risks, areas for improvement, and good practice to disseminate.

After a summary of the report being presented, the following questions were answered:

- The document was shared both internally and externally, with the relevant activity being disseminated to service areas for action and awareness. Externally, and Home Officer queries were received via and through the published document
- The combined document enabled more activity to be recorded with the Isle of Wight and strengthened working practices that had already been in place.

Members thanked officers for the work on the document, which was agreed to be very beneficial and an effective way of seeing everything in context as an overall picture.

RESOLVED

The Hampshire and Isle of Wight Fire and Rescue Service Annual Statement of Assurance was approved by the HIWFRA Standards and Governance Committee

44. **ANNUAL GOVERNANCE STATEMENT 2021/22**

The Committee considered a report from the Chief Fire Officer (item 7 in the minute book), which sought approval for the publication of the Annual Governance Statement (AGS).

In summarising the report, the Chief Internal Auditor confirmed that updates around Covid and the new Risk Register had also been included.

During questions from Members, the following points were clarified:

- Reporting and performance were forefront in measuring outcomes and teams were in place to focus on different areas of the Service
- Social values and policies like Modern Slavery were included as part of the AGS
- Communication was a crucial element in implementing and learning from the AGS and done through internal communications team as well as through staff and team leaders.

RESOLVED

- a. the Annual Governance Statement (AGS) 2021/22 as set out in Appendix A be approved by the HIWFRA Standards and Governance Committee
- b. Members acknowledged that the arrangements continue to be regarded as fit for purpose in accordance with the Framework 2016.
- c. It was agreed that the approved AGS be included into the Annual Statement of Accounts, to meet the Authority's statutory requirement.

45. **INTERNAL AUDIT PROGRESS REPORT 2021/22 AND 2022/23**

The Committee considered a report from the Chief Internal Auditor (item 8 in the minute book), which provided an overview of internal audit work completed in accordance with the approved audit plans, and an overview of the status of 'live' reports.

Members were updated on issues arising as well as findings and the following points were clarified:

- On average, 185 days were allocated to Internal Auditing at HIWFRS, targeting areas of risk and concern. The plan was flexed depending on what was required and any fraud concerns were generally discovered through whistle blowing
- Members on the Committee could be whistle blowers and encouraged to contact the Internal Auditor any time with concerns. The Internal Audit Charter set out roles and responsibilities and there was direct access between the Chairman of the Fire Authority, Chief Fire Officer and Internal Audit team at all times.
- The plan remained a working document and could be changed if necessary to accommodate anything reactive that arose.
- The assurance levels within the progress report were adopted from CIPFA for consistency.

RESOLVED

The progress in delivering the internal audit plan for 2021/22 and 2022/23 and the outcomes to date were noted by Hampshire and Isle of Wight Fire and Rescue Authority Standards and Governance Committee.

46. **INTERNAL AUDIT MANAGEMENT ACTIONS PROGRESS REPORT**

The Committee considered a report from the Chief Internal Auditor (item 9 in the minute book), which provided the latest update on the management actions that had not been completed within their target date and their status.

The officer summarised the actions overdue and those still open. It was confirmed that safeguarding areas being expanded to include sexual harassment would be investigated and reported back to a future meeting.

Overall there had been significant improvement over the previous five years.

RESOLVED

The HIWFRA Standards and Governance Committee noted the progress made towards the implementation of the internal audit management actions and the delivery of the audit plan.

47. **EXTERNAL AUDIT PLANNING 2021/22 ACCOUNTS**

The Committee considered a report from the Chief Financial Officer (item 10 in the minute book), which presented an Audit Planning report from Ernst & Young.

The report was generally backwards looking, with an Opinion on financial statements and value for money. A new risk had been established around the merging of the Hampshire and Isle of Wight and onboarding effects, and this was highlighted on page 115 of the pack.

It was confirmed that the audit plan is determined by the external auditor and their assessment of key risks and therefore what is included in the audit plan is the decision of the external auditor. It was confirmed that historic complications around pension payments had not been a failure of audit.

RESOLVED

The Audit Planning Report from EY was noted by the HIWFRA Standards and Governance Committee

48. **ORGANISATIONAL RISK REGISTER UPDATE**

The Committee considered a report from the Chief Fire Officer (item 11 in the minute book), which provided a revised status of the Organisational Risk Register in line with the Risk Management policy and procedure.

Two new risks had been added; the rising cost of living internally for the Service as well as impacts externally with the public under consideration of the prevention teams. Risks were reviewed regularly by the Executive Group.

It was agreed that Members would be provided with more information relating to their champion roles and this would be looked at over the coming few months.

RESOLVED

The HIWFRS Organisational Risk Register status under the delegated management of the Chief Fire Officer was noted by the HIWFRA Standards and Governance Committee.

49. **IMMEDIATE DETRIMENT**

The Committee received a report from the Chief Financial Officer (item 12 in the minute book) regarding the continued suspension of the framework due to unacceptable risks to the Authority and Members that would be the result of processing Immediate Detriment claims at the current time.

Members were given a summary of the issues and guidance that was withdrawn, along with the risks to individual scheme members and the Service of processing claims at the current time.

During questions, the following points were clarified by officers:

- The Hampshire and Isle of Wight Fire and Rescue Authority Pension Board had also looked at the immediate detriment and unanimously agreed that the Service was taking the right approach

- The legislation was not expected until October 2023, but a retrospective decision could be made at that point.

RESOLVED

- a) The continued suspension of the Immediate Detriment Framework was approved by the HIWFRA Standards and Governance Committee
- b) The recommendation not to recover underpaid pension contributions relating to the specific historical pension contribution rate issue was approved by the HIWFRA Standards and Governance Committee

50. **FIRE PENSION BOARD ANNUAL REPORT 2021/22**

The Committee received a report from the Chief Financial Officer (item 13 in the minute book), which summarised the work of the Board for the 2021/22 financial year in the exercise of its functions.

It was confirmed that the McCloud risks had been reported to the Full Authority and were being closely monitored.

RESOLVED

- a) The concerns of the HIWFRA Firefighter's Pension Board over the continued suspension of Immediate Detriment and their support of the work of the Local Government Association (LGA) to apply continued pressure on the Government to provide a solution were noted by the HIWFRA Standards and Governance Committee
- b) The content of the report was noted by the HIWFRA Standards and Governance Committee

51. **INTERNAL AUDIT ANNUAL REPORT AND OPINION 2021-22 (LESS EXEMPT APPENDIX B)**

The Committee considered a report from the Chief Internal Auditor (item 14 in the minute book) detailing the Chief Internal Auditor's opinion on the adequacy and effectiveness of the Authority's framework of risk management, internal control and governance operated for the year ending 31 March 2022.

Overall the Chief Internal Auditor concluded that the frameworks of governance, risk management and management controls in place were reasonable and audit testing has demonstrated controls to be working in practice.

The planning process was summarised along with the work across shared services and the detailed findings were discussed. In particular it was noted that a large amount of work had been carried out by the Service to ensure the quality of Disclosure and Barring Service (DBS) checks, and whilst a 'Limited' opinion had been given for the internal audit review carried out during the year, the findings affected a very small percentage of the workforce and could be easily rectified using the compliance reports that are already available.

RESOLVED

The Hampshire and Isle of Wight Fire and Rescue Authority Standards and Governance Committee accepted the Chief Internal Auditor's annual report & opinion statement for 2021-22.

52. **EXCLUSION OF PRESS AND PUBLIC**

It was resolved that the public be excluded from the meeting during the following items of business, as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraphs 3 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, for the reasons set out in the reports.

53. **EXEMPT APPENDIX B - INTERNAL AUDIT ANNUAL REPORT AND OPINION 2021/22**

The Committee received an exempt appendix to item 14 on the agenda [SEE SUMMARY OF EXEMPT MINUTE]

Chairman,



**Hampshire
& Isle of Wight**
FIRE & RESCUE SERVICE

Standards and Governance Committee

Purpose: Approval

Date : **28 September 2022**

Title: **External Audit Results 2021/22**

Author: Catherine Edgecombe, Chief Financial Officer,
catherine.edgecombe@hants.gov.uk, 0370 779 6214

Director: Catherine Edgecombe, Chief Financial Officer,
catherine.edgecombe@hants.gov.uk, 0370 779 6214

SUMMARY

1. Attached to this report, in Appendix 1, is the External Auditor's Audit Results report for the year ended 31 March 2022. It summarises the findings from the audit of the Authority's financial statements, and the work undertaken to assess arrangements in place to secure value for money in our use of resources.
2. The Auditor proposes to issue an unqualified audit report on the financial statements subject to concluding the matters listed in the draft report, and has concluded that we have proper arrangements for securing economy, efficiency, and effectiveness in the use of our resources.

BACKGROUND

3. The Authority is required by the Local Audit and Accountability Act (2014) and the Accounts and Audit Regulations (2015) to produce an annual statement of accounts and to have these accounts externally audited. The Department for Levelling Up, Housing and Communities published details of measures to support the improved timeliness of local audit in December 2021. One of the outcomes was to temporarily extend the deadline for the sign-off of audited accounts for 2021/22 to the end of November 2022.

4. The audit work is now substantially complete and the results are set out and reported on in the draft Audit Results Report, which is attached as Appendix 1.
5. The results once again are positive in that, subject to concluding the outstanding matters listed in the draft report, an unqualified opinion on the accounts is expected.

SUPPORTING OUR SERVICE PLAN AND PRIORITIES

6. Good financial management is essential to enable the Service to achieve its plans and priorities and the audit results report provides external confirmation around the quality and content of the final accounts and the overall financial resilience of the Authority

CONSULTATION

7. No consultation is required for this report as it is based on historic information and is a purely factual document.

RESOURCE IMPLICATIONS

8. There are no direct resource implications contained within this report, but appropriate financial resources have been made available to fund the estimated cost of the 2021/22 audit fee. Proposed changes to this fee would need to be agreed by the Authority or referred to the Public Sector Audit Appointments Ltd (PSAA) for consideration.

IMPACT ASSESSMENTS

9. This is a factual report presenting the external audit results for 2021/22 so no impact assessments are required.

LEGAL IMPLICATIONS

10. This external audit results are part of the final accounts process. There is a legal requirement under the Accounts and Audit Regulations that the Statement of Accounts be approved and published by 30 November 2022.

RISK ANALYSIS

11. Areas of risk are identified by the auditor as part of the planning process and examination of these areas form part of the formal audit and the results are reported in the attached Appendix.

CONCLUSION

12. The presentation of the annual external audit results is an important part of the overall governance framework for the Authority and the Committee is therefore requested to consider and approve the external audit results alongside the accounts.

RECOMMENDATION

13. That the Committee receives and notes the External Auditor's Audit Results Report for the year ended 31 March 2022.

APPENDICES ATTACHED

14. Appendix 1 – External Audit Results (draft) 2021/22

BACKGROUND PAPERS

15. Section 100 D - Local Government Act 1972

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Hampshire and Isle of
Wight Fire and Rescue
Authority

Audit results report

Year ended 31 March 2022

15 September 2022

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EY

Building a better
working world

15 September 2022



Standards and Governance Committee
Hampshire and Isle of Wight Fire and Rescue Authority
Headquarters
Leigh Road
Eastleigh
SO50 9SJ

Dear Members

2022 Audit results report

We are pleased to attach our audit results report, summarising the status of our audit for the forthcoming meeting of the Standards & Governance Committee. We will update the Committee at its meeting scheduled for 28 September 2022 on further progress to that date and explain the remaining steps to the issue of our final opinion.

The audit is designed to express an opinion on the 2022 financial statements and address current statutory and regulatory requirements. This report contains our findings related to the areas of audit emphasis, our views on HIOWFRA's accounting policies and judgements and material internal control findings. Each year sees further enhancements to the level of audit challenge and the quality of evidence required to achieve the robust professional scepticism that society expects. We thank the management team for supporting this process. We have also included an update on our work on value for money arrangements.

This report is intended solely for the information and use of the Standards & Governance Committee, other members of the Authority and senior management. It is not intended to be and should not be used by anyone other than these specified parties.

We welcome the opportunity to discuss the contents of this report with you at the Standards & Governance Committee meeting on 28 September 2022.

Yours faithfully

A handwritten signature in blue ink that reads "Kevin Suter". The signature is written in a cursive, slightly slanted style.

Kevin Suter

Partner

For and on behalf of Ernst & Young LLP

Encl

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01 Executive Summary

02 Areas of Audit Focus

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05 Value for Money

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Public Sector Audit Appointments Ltd (PSAA) issued the "Statement of responsibilities of auditors and audited bodies". It is available from the PSAA website (<https://www.psa.co.uk/audit-quality/statement-of-responsibilities/>). The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment and further guidance (updated July 2021)" issued by the PSAA (<https://www.psa.co.uk/managing-audit-quality/terms-of-appointment/terms-of-appointment-and-further-guidance-1-july-2021/>) sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Standards & Governance Committee and management of HIOWFRA in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Standards & Governance Committee and management of HIOWFRA those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Standards & Governance Committee and management of HIOWFRA for this report or for the opinions we have formed. It should not be provided to any third-party without our prior written consent.



01 Executive Summary



Executive Summary

Scope update

In our audit planning report presented at the 29 July 2022 Standards & Governance Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with this plan, with the following exceptions:

- Changes in materiality: In our Audit Planning Report, we communicated that our audit procedures would be performed using a materiality of £2.062m. This was based on Hampshire Fire Authority's prior year gross expenditure. We have calculated this using year end figures for the combined authority and our revised materiality level is £2.5m. The basis of our assessment has remained consistent at 2% of gross expenditure. This results in updated performance materiality, at 75% of overall materiality, of £1.87m, and an updated threshold for reporting misstatements of £125k.

Status of the audit

Our audit work in respect of the Authority opinion is substantially complete.

Details of each outstanding item, actions required to resolve and responsibility is included in Appendix C.

Given that the audit process is still ongoing, we will continue to challenge the remaining evidence provided and the final disclosures in the Narrative Report and Accounts which could influence our final audit opinion, a current draft of which is included in Section 3.



Executive Summary

Auditor responsibilities under the Code of Audit Practice 2020

Under the Code of Audit Practice 2020 we are still required to consider whether the Authority has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. The 2020 Code requires the auditor to design their work to provide them with sufficient assurance to enable them to report to the Authority a commentary against specified reporting criteria (see below) on the arrangements the Authority has in place to secure value for money through economic, efficient and effective use of its resources for the relevant period.

The specified reporting criteria are:

- Financial sustainability
How the Authority plans and manages its resources to ensure it can continue to deliver its services;
- Governance
How the Authority ensures that it makes informed decisions and properly manages its risks; and
- Improving economy, efficiency and effectiveness:
How the Authority uses information about its costs and performance to improve the way it manages and delivers its services.

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Status of the audit – Value for Money

In the Audit Plan we reported that we had yet to complete our value for money (VFM) risk assessment, but presented to the committee that we had not identified any risk of significant weakness against the three reporting criteria we are required to consider under the NAO's 2020 Code at that time.

We have completed our risk assessment, and revisited our assessment through to the on completion of the audit of the financial statements and remain satisfied that we have not identified a risk of significant weakness. As a result, we have completed our planned VFM procedures and have no matters to report by exception in the auditor's report (see Section 05).



Executive Summary

Audit differences

Uncorrected misstatements identified during the audit increase deficit of provision of service by £370k.

We also note that there have been a number suggested amends to disclosures and narrative which have been adjusted for by management.

Details can be found in Section 4; Audit Differences.

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Authority. We have no matters to report as a result of this work.

We have not yet been able to perform the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission due to the ongoing delays in releasing data collection tool and instructions from 2020-21 as a result of COVID-19.

We will report any matters arising to the Standards & Governance Committee, and certify the completion of the audit after these procedures are completed.

We have no other matters to report.

Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.



Executive Summary

Areas of audit focus

In our Audit Plan we identified a number of key areas of focus for our audit of the financial report of HIWFRA. This report sets out our observations and status in relation to these areas, including our views on areas which might be conservative and areas where there is potential risk and exposure. Our consideration of these matters and others identified during the period is summarised within the "Areas of Audit Focus" section of this report.

Audit findings and conclusions: Creation of the new Hampshire & Isle of Wight fire Authority

- We have no findings to report to the Standards & Governance Committee

Audit findings and conclusions: Misstatements due to fraud or error

- We have no findings to report to the Standards & Governance Committee

Audit findings and conclusions: PPE valuation

Our work has not yet been finalised but we have no findings to report at this time to the Standards & Governance Committee.

Audit findings and conclusions: IAS 19 Pension Accounting

We are waiting to receive the final results of the work performed by the Hampshire Local Government Pension Fund Auditor.

We have engaged our specialists EY Pensions to assist in our conclusions over the completeness and accuracy of the model used by the actuaries in determining the obligation attributable to the Authority, in order to satisfy the requirements of the revised ISA. This work is still ongoing.

- Our procedures to date have not noted any issues to be brought to the attention of the Standards and Governance Committee, and we will provide a verbal update at the September Committee meeting.

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Standards & Governance Committee.

Independence

Please refer to Section 9 for our update on Independence.



02 Areas of Audit Focus



Significant Risk

Creation of the new Hampshire and Isle of Wight fire Authority

What is the risk?

2021/22 is the first financial year of the new Hampshire and Isle of Wight Authority.

The CIPFA Code requires a presentation without comparative balances to the previous Hampshire Fire Authority, and as the first transaction of the year to establish the merged opening position for the balance sheet and reserves.

We will need to perform some additional procedures over the merger process.

This is pervasive to the Financial Statements.

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What did we do?

- Discussed with management the processes put in place to transition the balances from IoW into the new Authority, and gain and understanding in relation to any change in processes
- Performed additional work over the opening balances on the balance sheet to ensure that the balances have been transferred correctly onto the General Ledger. As part of this work, we liaised with the previous audit teams to help us gain assurances over the figures; and
- Ensured that disclosures made within the accounts were in line with the CIPFA Code.

What are our conclusions?

We have completed our testing on the opening balances of the newly created combined fire authority.

We made suggestions around the disclosures in the accounts to ensure they were compliant with the code – these were agreed and corrected by management.

No other issues were identified in our testing.



Areas of Audit Focus

Significant risk

Misstatements due to fraud or error

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

What judgements are we focused on?

The risk of management override at the HFRA is mainly through the possibility that management could override controls and manipulate in-year financial transactions that have an impact on the General Fund's medium- to longer-term projected financial position.

The risk is focused in non-routine transactions as they are not protected by system controls and the robust segregation of duties in routine transactions. These non-routine and estimation transactions are also more subjective and therefore more susceptible to management override. We are specific that at the authorities, this risk only manifests itself in any estimates and judgements that impact the General Fund.

What did we do?

- We enquired of management about risks of fraud and the controls put in place to address those risks.
- We gained an understanding of the oversight given by those charged with governance of management's processes over fraud.
- We tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in preparing the financial statements;
- We reviewed accounting estimates for evidence of management bias; and
- We evaluated the business rationale for any significant unusual transactions
- We utilised our data analytics capabilities to assist with our work, including journal entry testing. We assessed journal entries for evidence of management bias and evaluate for business rationale.

What are our conclusions?

We have not identified any material weaknesses in controls or evidence of material management override.

We have not identified any instances of inappropriate judgements being applied.

Our journal testing did not identify any journal entries without a valid business purpose.

We did not identify any other transactions during our audit which appeared unusual or outside the HIWFRA's normal course of business.

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Areas of Audit Focus



Valuation methods applied

What is the risk/area of focus?

Valuation of Land and Buildings

Land and buildings is one of the most significant balances in the HIWFRA's Balance Sheet. The valuation of land and buildings is complex and is subject to a number of assumptions and judgements. A small movement in these assumptions can have a material impact on the financial statements.

What did we do?

We have:

- Considered the competence, capability and objectivity of the organisation's valuer;
- Considered the scope of the valuer's work;
- Ensured L&B assets have been revalued within a 5 year rolling programme as required by the Code;
- Considered if there are any specific changes to assets that should have been communicated to the valuer;
- Sample tested key inputs used by the valuer when producing valuations;
- Considered the results of the valuer's work;
- Challenged the assumptions used by the valuer by reference to external evidence;
- Tested journals for the valuation adjustments to confirm that they have been accurately processed in the financial statements;
- Tested a sample of assets revalued in year to confirm that the valuation basis is appropriate and the accounting entries are correct;
- Reviewed assets that are not subject to valuation in 2021/22 to confirm the remaining asset base is not materially misstated.
- Considered changes to useful economic lives as a result of the most recent valuation; and
- Tested accounting entries have been correctly processed in the financial statements

Conclusion:

We confirmed that all PPE in relation to the previous Isle of Wight Fire Authority was revalued within 2021/22 in line with our expectations.

Our work is significantly progressed but not yet complete. We have documentation to complete on our recalculation of valuations for several buildings, and land valued using MEA, however we have now received all information to complete this testing following a call with the Valuer on Friday and receipt of the relevant floorplans. As at the date of this report we have no findings to report, and will update the Standards & Governance Committee at the 28 September meeting should any issue arise from completing the testing.



Areas of Audit Focus



Valuation methods applied

What is the risk/area of focus?

Pension Liability Valuation

The Local Authority Accounting Code of Practice and IAS19 require the Authority to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by Hampshire County Council. The Authority must also do similar in respect of the Firefighter Pension Fund.

HIWFRA's pension fund deficit is a material estimated balance and the Code requires that this liability be disclosed on the balance sheet.

At 31 March 2022 this totals £990m. The information disclosed is based on the IAS 19 reports issued to HIWFRA by the actuary to the County Council and also the Firefighter Pension Fund. Accounting for these schemes involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf.

ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.

What did we do?

We have:

- Liaised with the auditors of Hampshire Pension Fund, to obtain assurances over the information supplied to the actuary in relation to Hampshire and Isle of Wight Fire & Rescue Authority;
- Assessed the work of the LGPS Pension Fund actuary (AoN Hewitt), the Firefighter Pension actuary (also AoN Hewitt) and Injury actuary (Aon Hewitt) including the assumptions they used by relying on the work of PWC – Consulting Actuaries commissioned by National Audit Office for all Local Government sector auditors, and considered any relevant reviews by the EY actuarial team;
- Evaluated the reasonableness of the Pension Fund actuary's calculations by comparing them to the outputs of our own auditor's actuarial model; and
- Reviewed and tested the accounting entries and disclosures made within the financial statements in relation to IAS19.

Conclusion:

We have completed our review of the accounting entries & disclosures and our review of the assumptions used by the actuaries.

The Liability rollforward is yet to be concluded by EY pensions team.

We are awaiting the letter from pension fund auditors but no issues have been raised to date.

We will provide the Standards & Governance Committee with an update at the 28 September meeting.



03 Audit Report



Audit Report

Draft audit report

Our opinion on the financial statements

INDEPENDENT AUDITOR'S REPORT TO THE HAMPSHIRE AND ISLE OF WIGHT FIRE AND RESCUE AUTHORITY

Opinion

We have audited the financial statements of the Hampshire and Isle of Wight Fire and Rescue Authority for the year ended 31 March 2022 under the Local Audit and Accountability Act 2014 (as amended). The financial statements comprise the:

- Movement in Reserves Statement;
- Balance Sheet;
- Cash Flow Statement;
- Comprehensive Income and Expenditure Statement
- The related notes 1 to [X]
- Firefighters' pension fund financial statements comprising the Pension Fund Account and the related note.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

In our opinion the financial statements:

- give a true and fair view of the financial position of Hampshire and Isle of Wight Fire and Rescue Authority as at 31 March 2021/22 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Chief Financial Officer's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the authority's ability to continue as a going concern for a period to 31 March 2024.

Our responsibilities and the responsibilities of the Chief Financial Officer with respect to going concern are described in the relevant sections of this report. However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the authority's ability to continue as a going concern.

Other information

The other information comprises the information included in the Statement of Accounts 2021/22, other than the financial statements and our auditor's report thereon. The Chief Finance Officer is responsible for the other information contained within the Statement of Accounts 2021/22.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.



Audit Report

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Our opinion on the financial statements

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Authority;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 (as amended);
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014 (as amended);
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014 (as amended);
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014 (as amended);
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014 (as amended);
- we are not satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2022

We have nothing to report in these respects

Responsibility of the Director of Chief Finance Officer

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 21, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts 2021/22, which includes the Authority financial statements and the firefighters pension fund financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22, and for being satisfied that they give a true and fair view and for such internal control as the Chief Finance Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Finance Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect irregularities, including fraud. The risk of not detecting a material misstatement due to



Audit Report

Draft audit report

Our opinion on the financial statements

fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management.

We obtained an understanding of the legal and regulatory frameworks that are applicable to the council/authority and determined that the most significant are:

- Local Government Act 1972,
- Local Government Act 2003,
- The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended in 2018 and 2020,
- The Local Audit and Accountability Act 2014 (as amended), and
- The Accounts and Audit Regulations 2015.

In addition, the authority has to comply with laws and regulations in the areas of anti-bribery and corruption, data protection, employment Legislation, tax Legislation, general power of competence, procurement and health & safety.

We understood how Hampshire and Isle of Wight Fire & Rescue Authority is complying with those frameworks by understanding the incentive, opportunities and motives for non-compliance, including inquiring of management, the head of internal audit and those charged with governance, and obtaining and reading documentation relating to the procedures in place to identify, evaluate and comply with laws and regulations, and whether they are aware of instances of non-compliance. We corroborated this through our reading of the Authority's committee minutes, through enquiry of employees to confirm authority policies, and through the inspection of employee handbooks and other information. Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Our procedures had a focus on compliance with the accounting framework through obtaining sufficient audit evidence in line with the level of risk identified and with relevant legislation.

We assessed the susceptibility of the authority's financial statements to material misstatement, including how fraud might occur by understanding the potential incentives and pressures for management to manipulate the financial statements, and performed procedures to understand the areas in which this would most likely arise. Based on our risk assessment procedures, we identified management override of controls to be our fraud risk.

To address our fraud risk of management override of controls, we tested the appropriateness of journal entries and other adjustments; assessed whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluated the business rationale of any identified significant transactions that were unusual or outside the normal course of business. These procedures were designed to provide reasonable assurance that the financial statements were free from fraud or error.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice 2020, having regard to the guidance on the specified reporting criteria issued by the Comptroller and Auditor General (C&AG) in December 2021, as to whether Hampshire and Isle of Wight Fire & Rescue Authority had proper arrangements for financial sustainability, governance and improving economy, efficiency and effectiveness. The Comptroller and Auditor General determined these criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Hampshire and Isle of Wight Fire and Rescue Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2022.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Hampshire and Isle of Wight Fire and Rescue Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.



Audit Report

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We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 (as amended) to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Delay in certification of completion of the audit

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or our work on value for money arrangements.

In addition we cannot formally conclude the audit and issue an audit certificate until we have issued our Auditor's Annual Report for the year ended 31 March 2022. We have completed our work on the value for money arrangements and will report the outcome of our work in our commentary on those arrangements within the Auditor's Annual Report.

Until we have completed these procedures, we are unable to certify that we have completed the audit of the accounts in accordance with the requirements of the Local Audit and Accountability Act 2014 (as amended) and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of Hampshire and Isle of Wight Fire and Rescue Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 (as amended) and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.



04 Audit Differences



Audit Differences

Summary of unadjusted differences

In addition We highlight the following misstatements to the financial statements and/or disclosures which were not corrected by management. From discussion with management we expect these will be corrected in the final Statement of Accounts – which we will check on receipt.

Uncorrected misstatements 31 March 2022 (Currency'000)	OCI Debit/(Credit)	Effect on the current period: Comprehensive Income and Expenditure Statement Debit/(Credit)	Net assets (Decrease)/Increase				Equity Debit/ (Credit)
			Assets current Debit/ (Credit)	Assets non current Debit/ (Credit)	Liabilities current Debit/ (Credit)	Liabilities non-current Debit/ (Credit)	
Errors							
Known differences:							
• Misstatement in Council Tax and NDR – CIES		230					(230)
• Misstatement in Council Tax and NDR – BS			3,254		(4,765)	1,511	
Cumulative effect of uncorrected misstatements		230	3,254		(4,765)	1,511	(230)

In addition we identified a disclosure misstatement in the grants credited to services disclosure note of £141k which as been agreed and corrected by management.



05

Value for Money



Value for money

Hampshire and Isle of Wight Fire and Rescue Authority responsibilities for value for money (VFM)

Hampshire and Isle of Wight Fire and Rescue Authority is required to maintain an effective system of internal control that supports the achievement of its policies, aims and objectives while safeguarding and securing value for money from the public funds and other resources at its disposal.

As part of the material published with its financial statements, Hampshire and Isle of Wight Fire and Rescue Authority is required to bring together commentary on its governance framework and how this has operated during the period in a governance statement. In preparing its governance statement, Hampshire and Isle of Wight Fire and Rescue Authority tailors the content to reflect its own individual circumstances, consistent with the requirements set out in the Cipfa code of practice on local authority accounting. This includes a requirement to provide commentary on its arrangements for securing value for money from their use of resources.

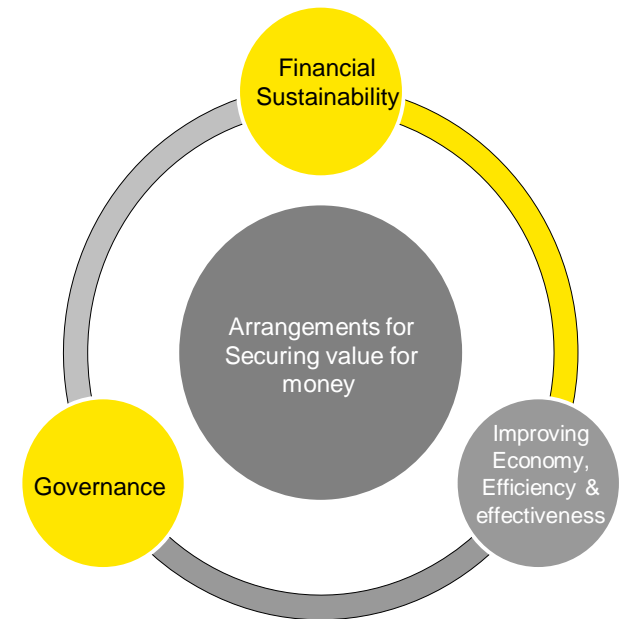
Risk assessment

Throughout the Audit we have performed a risk assessment in relation to the arrangements in place. This risk assessment looked at whether there was any risk of significant weaknesses in the VFM arrangements. No significant risks were identified throughout the risk assessment stage.

Status of our VFM work

We have completed our planned VFM procedures and have no matters to report by exception in the auditor's report (see Section 03).

We plan to issue the VFM commentary within 3 months of giving our opinion on the accounts, as part of issuing the Auditor's Annual Report.





06 Other reporting issues

Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2021/22 with the audited financial statements

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Statement of Accounts 2021/22 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

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Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We have not yet been able to perform the procedures required by the NAO on the Whole of Government Accounts submission. This is because HM Treasury have not yet issued instructions for 2021-22 due to ongoing delays in previous years submissions caused by COVID-19.

We will report any matters arising to the Standards & Governance Committee.

Other reporting issues

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 (as amended) to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Authority to consider it or to bring it to the attention of the public (i.e. “a report in the public interest”). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Authority, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014 (as amended). We did not identify any issues.

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Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Authority's financial reporting process. They include the following:

- Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- Any significant difficulties encountered during the audit;
- Any significant matters arising from the audit that were discussed with management;
- Written representations we have requested;
- Expected modifications to the audit report;
- Any other matters significant to overseeing the financial reporting process;
- Findings and issues around the opening balance on initial audits (if applicable);
- Related parties;
- External confirmations;
- Going concern; and
- Consideration of laws and regulations;

We have no significant findings to communicate.



07

Assessment of Control Environment



Assessment of Control Environment

Financial controls

It is the responsibility of the Authority to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Authority has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a substantive approach (with some reliance on the ISAE 3402 report on the IBC), we have therefore not tested the operation of any controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.



08 Data Analytics



Use of Data Analytics in the Audit

Data analytics

Analytics Driven Audit

Data analytics

We used our data analysers to enable us to capture entire populations of your financial data. These analysers:

- Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2021/22 our use of these analysers in the Authority's audit increased having a digital audit "DigiGam" audit approach, using the Authority's full journal dataset in our planning and risk assessment procedures through to execution which included testing journal entries to identify and focus our testing on those entries we deem to have the highest inherent risk to the audit.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

Journal Entry Analysis

We obtain downloads of all financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.



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09

Independence

Relationships, services and related threats and safeguards

The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and the Authority, and its members and senior management and its affiliates, including all services provided by us and our network to the Authority, its members and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 01 April 2022 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

Services provided by Ernst & Young

The next page includes a summary of the fees that you have paid to us in the year ended 31 March 2022 in line with the disclosures set out in FRC Ethical Standard and in statute. Full details of the services that we have provided are shown below. Further detail of all fees has been provided to the Standards & Governance Committee.

As at the date of this report, there are no future services which have been contracted and no written proposal to provide non-audit services has been submitted.

We confirm that we have not undertaken non-audit work.

Relationships, services and related threats and safeguards

Services provided by Ernst & Young

Description	Proposed Fee 2021/22 £	Note	Final Fee 2020/21 £
Scale Fee	27,893	1	27,893
Proposed increase to the scale fee due to changes in work required to address professional and regulatory requirements and scope associated with risk	12,899	2	12,899
Scale fee variation - new auditing standard and Value for Money requirements	6,117	3	6,117
IAS 19 protocol fees	1,017	4	1,017
HIOWFRA Merger Consideration	1,670	5	n/a
Total audit	49,596		47,926

- Fee discussions for 2020/21 remain ongoing with the PSAA.

Notes:

1. 2020/21 fee comparators are for the previous Hampshire Fire Authority.
2. In our 2019/20 audit to HFRA we set out the basis for a requested rebasing of the scale fees due to changes in regulatory requirements. These are ongoing impacts, therefore, we have continued to include this request based on the same level of inputs. From 2020/21 the fee impact increased by 25%, as PSAA's scale fee rates have increased by 25%. Using the HFRA scale fee as a basis for the HIOWFRA scale fee, they equally apply to the new Authority.
3. From 2020/21, there are additional procedures required to satisfy the revised ISAs that have come into effect which may have additional costs, predominantly ISA540. The NAO's Code of Audit Practice 2020 also set out new requirements for our work and reporting on Value for Money. We have continued to include the impact at the lower end of the PSAA's communicated range, submitted in our 2020/21 fee variation proposal for 2021/22.
4. Fees are payable by the Pension Fund for the IAS19 protocol. HPF will not pay the fees, therefore, this is charged to each individual body.
5. This is an estimated figure for the additional work needing to be performed on the merger arrangements. We will review the estimate on completion of the audit.

Other communications

EY Transparency Report 2021

Ernst & Young (EY) has policies and procedures that instil professional values as part of firm culture and ensure that the highest standards of objectivity, independence and integrity are maintained.

Details of the key policies and processes in place within EY for maintaining objectivity and independence can be found in our annual Transparency Report which the firm is required to publish by law. The most recent version of this Report is for the year end 30 June 2021:

https://www.ey.com/en_uk/about-us/transparency-report-2021



10 Appendices

Audit approach update

We summarise below our approach to the audit of the balance sheet.

Our audit procedures are designed to be responsive to our assessed risk of material misstatement at the relevant assertion level. Assertions relevant to the balance sheet include:

- Existence: An asset, liability and equity interest exists at a given date
- Rights and Obligations: An asset, liability and equity interest pertains to the entity at a given date
- Completeness: There are no unrecorded assets, liabilities, and equity interests, transactions or events, or undisclosed items
- Valuation: An asset, liability and equity interest is recorded at an appropriate amount and any resulting valuation or allocation adjustments are appropriately recorded
- Presentation and Disclosure: Assets, liabilities and equity interests are appropriately aggregated or disaggregated, and classified, described and disclosed in accordance with the applicable financial reporting framework. Disclosures are relevant and understandable in the context of the applicable financial reporting framework





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Balance sheet category	Audit Approach in current year
Trade receivables	We relied on the ISAE 3402 report on the IBC to rely on controls with limited substantive testing performed in accordance with auditing standards
Tangible Fixed Assets	Substantively tested all relevant assertions
Trade payables	We relied on the ISAE 3402 report on the IBC to rely on controls with limited substantive testing performed in accordance with auditing standards
Cash, borrowings and investments	Substantively tested all relevant assertions
Pension Liability	Substantively tested all relevant assertions. We engaged EY Pensions to assist with reviewing actuary model.



Appendix B

Required communications with the Standards & Governance Committee

There are certain communications that we must provide to the those charged with governance of UK entities. We have detailed these here together with a reference of when and where they were covered:

			 Our Reporting to you
Required communications	 What is reported?	  When and where	
Terms of engagement	Confirmation by the standards & governance committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.		The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.		Audit Planning Report dated May 2022
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified. When communicating key audit matters this includes the most significant risks of material misstatement (whether or not due to fraud) including those that have the greatest effect on the overall audit strategy, the allocation of resources in the audit and directing the efforts of the engagement team.		Audit Planning Report dated May 2022
Significant findings from the audit	<ul style="list-style-type: none"> • Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures • Significant difficulties, if any, encountered during the audit • Significant matters, if any, arising from the audit that were discussed with management • Written representations that we are seeking • Expected modifications to the audit report • Other matters if any, significant to the oversight of the financial reporting process • Findings and issues regarding the opening balance on initial audits 		This Audit results report

Appendix B

Required communications	 What is reported?	 When and where
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity’s ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> • Whether the events or conditions constitute a material uncertainty related to going concern • Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements • The appropriateness of related disclosures in the financial statements 	This Audit results report
Misstatements	<ul style="list-style-type: none"> • Uncorrected misstatements and their effect on our audit opinion, unless prohibited by law or regulation • The effect of uncorrected misstatements related to prior periods • A request that any uncorrected misstatement be corrected • Material misstatements corrected by management 	This Audit results report
Subsequent events	<ul style="list-style-type: none"> • Enquiry of the audit committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements. 	This Audit results report

Appendix B

		Our Reporting to you
Required communications	What is reported?	When and where
Fraud	<ul style="list-style-type: none"> • Enquiries of the audit committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the entity • Any fraud that we have identified or information we have obtained that indicates that a fraud may exist • Unless all of those charged with governance are involved in managing the entity, any identified or suspected fraud involving: <ul style="list-style-type: none"> a. Management; b. Employees who have significant roles in internal control; or c. Others where the fraud results in a material misstatement in the financial statements. • The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected • Any other matters related to fraud, relevant to Standards & Governance Committee responsibility. 	This Audit results report
Related parties	<p>Significant matters arising during the audit in connection with the entity's related parties including, when applicable:</p> <ul style="list-style-type: none"> • Non-disclosure by management • Inappropriate authorisation and approval of transactions • Disagreement over disclosures • Non-compliance with laws and regulations • Difficulty in identifying the party that ultimately controls the entity 	This Audit results report
Independence	<p>Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence.</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> • The principal threats • Safeguards adopted and their effectiveness • An overall assessment of threats and safeguards • Information about the general policies and process within the firm to maintain objectivity and independence 	Audit Planning Report dated May 2022 and This Audit results report

Appendix B

		Our Reporting to you	
Required communications	What is reported?	When and where	
Page 53	<p>Communications whenever significant judgements are made about threats to objectivity and independence and the appropriateness of safeguards put in place.</p> <p>For public interest entities and listed companies, communication of minimum requirements as detailed in the FRC Revised Ethical Standard 2019:</p> <ul style="list-style-type: none"> • Relationships between EY, the company and senior management, its affiliates and its connected parties • Services provided by EY that may reasonably bear on the auditors' objectivity and independence • Related safeguards • Fees charged by EY analysed into appropriate categories such as statutory audit fees, tax advisory fees, other non-audit service fees • A statement of compliance with the Ethical Standard, including any non-EY firms or external experts used in the audit • Details of any inconsistencies between the Ethical Standard and Group's policy for the provision of non-audit services, and any apparent breach of that policy • Where EY has determined it is appropriate to apply more restrictive rules than permitted under the Ethical Standard • The audit committee should also be provided an opportunity to discuss matters affecting auditor independence 		
	External confirmations	<ul style="list-style-type: none"> • Management's refusal for us to request confirmations • Inability to obtain relevant and reliable audit evidence from other procedures. 	This Audit results report
	Consideration of laws and regulations	<ul style="list-style-type: none"> • Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur • Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of 	This Audit results report




Appendix B

		Our Reporting to you
Required communications	What is reported?	When and where
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> Significant deficiencies in internal controls identified during the audit. 	This Audit results report
Written representations we are requesting from management and/or those charged with governance	<ul style="list-style-type: none"> Written representations we are requesting from management and/or those charged with governance 	This Audit results report
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	<ul style="list-style-type: none"> Material inconsistencies or misstatements of fact identified in other information which management has refused to revise 	This Audit results report
Auditors report	<ul style="list-style-type: none"> Key audit matters that we will include in our auditor's report Any circumstances identified that affect the form and content of our auditor's report 	This Audit results report

Appendix C

Outstanding matters

The following items relating to the completion of our audit procedures are outstanding at the date of the release of this report:

Item 	Actions to resolve 	Responsibility 
Going concern review and disclosures	We have received management's cashflow forecast to support going concern disclosures, our review is in progress. Management's assessment paper to support this position remains outstanding and will be reviewed on receipt	Management and EY
PPE existence testing	Support for 3 items outstanding	Management
PPE valuations testing	EY to complete documentation of valuation testing - all support now received	EY
Pensions	Liability rollforward work to be concluded by EY pensions team. Letter from pension fund auditors outstanding Fire fighter pensions - Commutation & lump sum testing to be completed once support received.	EY and Management
Final review	Final review by Manager and Partner and finalisation of audit files	EY
Subsequent event enquiries	Subsequent event enquiries to be shared by EY and responses provided by management on date of signing SoA	EY and Management
Signed letter of representation	Signed letter of representation to be shared by management	Management
Statement of Accounts	Receipt and review of final set of Statement of Accounts when received, confirming all changes and adjustments made as agreed	Management and EY

Until all our audit procedures are complete, we cannot confirm the final form of our audit opinion as new issues may emerge or we may not agree on final detailed disclosures in the Annual Report. At this point no issues have emerged that would cause us to modify our opinion, but we should point out that key disclosures on [going concern, directors' remuneration and impairment sensitivities] remain to be finalised and audited. A draft of the current opinion (with outstanding areas highlighted) is included in Section 3.

Management representation letter

Management Rep Letter

Ernst & Young
Grosvenor House
Grosvenor Square
Southampton
SO15 2BE

This letter of representations is provided in connection with your audit of the financial statements of Hampshire and Isle of Wight Fire and Rescue Authority ("the Authority") for the year ended 31 March 2022. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Authority financial position of Hampshire and Isle of Wight Fire and Rescue Authority as of 31 March 2022 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.
2. We acknowledge, as members of management of the Authority, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Authority in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22, and are free of material misstatements, including omissions. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. As members of management of the Authority, we believe that the Authority has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22, that are free from material misstatement, whether due to fraud or error. We have disclosed to you any significant changes in our processes, controls, policies and procedures that we have made to address the effects of the COVID-19 pandemic on our system of internal controls and the effects of the conflict and related sanctions in Ukraine, Russia and/or Belarus on our system of internal controls.
5. We believe that the effects of any unadjusted audit differences, summarised in the accompanying schedule, accumulated by you during the current audit and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and as such we have not corrected these differences.

Management representation letter - continued

Management Rep Letter

6. We confirm the Authority does not have securities (debt or equity) listed on a recognized exchange.

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Authority's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.

2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the [Council/Authority] (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:

- involving financial improprieties;
- related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Authority's financial statements;
- related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Authority's activities, its ability to continue to operate, or to avoid material penalties;
- involving management, or employees who have significant roles in internal controls, or others; or

• in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:

- Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
- Additional information that you have requested from us for the purpose of the audit; and
- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions] are reflected in the financial statements, including those related to the COVID-19 pandemic and including those related to the conflict and related sanctions in Ukraine, Russia and/or Belarus.

3. We have made available to you all minutes of the meetings of the Authority and standards & governance committee (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: [list date].

4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Authority's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the period end. These transactions have been appropriately accounted for and disclosed in the financial statements.

Management representation letter - continued

Management Rep Letter

5. We believe that the methods, significant assumptions and the data we used in making accounting estimates and related disclosures are appropriate and consistently applied to achieve recognition, measurement and disclosure that is in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

6. We have disclosed to you, and the Authority has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

7. From 01 April 2022 through the date of this letter we have disclosed to you, to the extent that we are aware, any (1) unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants) , to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate, and (2) ransomware attacks when we paid or are contemplating paying a ransom, regardless of the amount.

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

We have recorded and/or disclosed, as appropriate, all liabilities related to litigation and claims, both actual and contingent.

E. Going Concern

1. Note [X] to the financial statements discloses all the matters of which we are aware that are relevant to the Authority's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

F. Subsequent Events

1. There have been no events , including events related to the COVID-19 pandemic, and including events related to the conflict and related sanctions in Ukraine, Russia and/or Belarus, subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Statement and the Annual Governance Statement.

2. We confirm that the content contained within the other information is consistent with the financial statements.

H. Climate-related matters

1. We confirm that to the best of our knowledge all information that is relevant to the recognition, measurement, presentation and disclosure of climate-related matters has been considered including the impact resulting from the commitments made by the Authority, and reflected in the financial statements.

2. The key assumptions used in preparing the financial statements are, to the extent allowable under the requirements of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 , aligned with the statements we have made in the other information or other public communications made by us.

I. Ownership of Assets

Except for assets capitalised under finance leases, the Authority has satisfactory title to all assets appearing in the balance sheet, and there are no liens or encumbrances on the Authority's assets, nor has any asset been pledged as collateral. All assets to which the Authority has satisfactory title appear in the balance sheet.

Management representation letter - continued

Management Rep Letter

J. Reserves

1. We have properly recorded or disclosed in the financial statements the useable and unusable reserves.

K. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and IAS19 pensions liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

L. Estimates

1. We confirm that the significant judgments made in making the valuation of land and buildings and IAS19 pensions liability estimates have taken into account all relevant information and the effects of the COVID-19 pandemic of which we are aware.

2. We believe that the selection or application of the methods, assumptions and data used by us have been consistently and appropriately applied or used in making the valuation of land and buildings and IAS19 pensions liability estimates.

3. We confirm that the significant assumptions used in making the valuation of land and buildings and IAS19 pensions liability estimates appropriately reflect our intent and ability to carry out the specific courses of action on behalf of the entity.

4. We confirm that the disclosures made in the financial statements with respect to the accounting estimates, including those describing estimation uncertainty [and the effects of the COVID-19 pandemic, are complete and are reasonable in the context of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22

5. We confirm that appropriate specialized skills or expertise has been applied in making the valuation of land and buildings and IAS19 pensions liability estimates.

6. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements, including due to the COVID-19 pandemic.

M. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Yours faithfully,


Chief Financial Officer

Chairman of the Standards & Governance Committee

Implementation of IFRS 16 Leases

In previous reports to the Standards & Governance Committee we have highlighted the issue of new accounting standards and regulatory developments. IFRS 16 introduces a number of significant changes which go beyond accounting technicalities. For example, the changes have the potential to impact on procurement processes as more information becomes available on the real cost of leases. The key accounting impact is that assets and liabilities in relation to significant lease arrangements previously accounted for as operating leases will need to be recognised on the balance sheet. IFRS 16 requires all substantial leases to be accounted for using the acquisition approach, recognising the rights acquired to use an asset.

IFRS 16 has been further delayed. However, officers should be acting now to assess the authority’s leasing positions and secure the required information to ensure the authority will be fully compliant with the Code when implemented. The following table summarises some key areas officers should be progressing.

IFRS 16 theme	Summary of key measures 
Data collection	Management should: <ul style="list-style-type: none"> Put in place a robust process to identify all arrangements that convey the right to control the use of an identified asset for a period of time. The adequacy of this process should be discussed with auditors. Classify all such leases into low value; short-term; peppercorn; portfolio and individual leases Identify, collect, log and check all significant data points that affect lease accounting including: the term of the lease; reasonably certain judgements on extension or termination; dates of rent reviews; variable payments; grandfathered decisions; non-lease components; and discount rate to be applied.
Policy Choices	The Authority needs to agree on certain policy choices. In particular: <ul style="list-style-type: none"> Whether to adopt a portfolio approach What low value threshold to set and agree with auditors Which asset classes, if any, are management adopting the practical expedient in relation to non-lease components What is managements policy in relation to discount rates to be used?
Code adaptations for the public sector	Finance teams should understand the Code adaptations for the public sector. The Code contains general adaptations, (e.g. the definition of a lease); transitional interpretations (e.g. no restatement of prior periods) and adaptations that apply post transition (e.g. use of short-term lease exemption).
Transitional accounting arrangements	Finance teams should understand the accounting required on first implementation of IFRS 16. The main impact is on former operating leases where the authority is lessee. However, there can be implications for some finance leases where the authority is lessee; and potentially for sub-leases, where the authority is a lessor, that were operating leases under the old standard.
Ongoing accounting arrangements	Finance teams need to develop models to be able to properly account for initial recognition and subsequent measurement of right of use assets and associated liabilities. This is more complex than the previous standard due to more regular remeasurements and possible modifications after certain trigger events.
Remeasurements and modifications	Finance teams need to familiarise themselves with when the ‘remeasurement’ or ‘modification’ of a lease is required and what to do under each circumstance. A modification can lead to an additional lease being recognised. It is also important to know when remeasurements require a new discount rate is to be applied to the lease.

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ED None

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**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HIWFRA Standards and Governance Committee

Purpose: Approval

Date: **28 SEPTEMBER 2022**

Title: **Statement of Accounts 2021/22**

Report of Chief Financial Officer

SUMMARY

1. The Accounts and Audit (Amendment) Regulations 2022 require the Authority's Statement of Accounts to be approved and published by 30 November 2022. The Authority has delegated responsibility for the approval of the Statement of Accounts to the Standards and Governance Committee.
2. The unaudited draft accounts were reviewed and signed by the Chief Financial Officer on 26 July 2022 as a true and fair view of the financial position at 31 March 2022. The draft accounts were published on the Authority's website in line with the amended deadlines and enabled the commencement of the period for the exercise of public rights on or before the first working day of August 2022.
3. The external audit of the Statements is due to be completed by 30 September 2022 and the conclusions of the audit are contained within the external auditor's report, which is also on this agenda.
4. The end of year outturn report for 2021/22 was considered by HIWFRA Full Authority on 26 July 2022 and the Statement of Accounts is consistent with that report. The Annual Governance Statement, which forms part of the Statement of Accounts, was approved by Standards and Governance Committee in July 2022.

5. This report presents the Statement of Accounts for 2021/22 for the Committee's approval and recommends that the Chief Financial Officer be given delegated authority to make any minor amendments if required prior to the issue of the audit opinion. One known change agreed with the auditors is outlined in paragraph 15. If prior to the conclusion of the audit EY identify any other noteworthy changes, these will also be highlighted to the Committee for agreement prior to approving the accounts.
6. The report also includes in Appendix 2 letters to the auditor containing representations by the Chief Financial Officer and Chairman of the Standards and Governance Committee regarding information and systems of internal control to support the confirmation that the accounts present a true and fair view of the Authority's financial position.

BACKGROUND

7. The Authority is required by the Accounts and Audit Regulations (2015) to produce an annual Statement of Accounts. These accounts must be audited in accordance with the Local Audit and Accountability Act (2014).
8. The timescales for the publication of draft and audited accounts have been temporarily extended through amendments to the Accounts and Audit Regulations over recent years due to the impact of Covid-19. Despite these extended deadlines, the national picture is that the audits of a significant majority of local authority accounts were not completed on time in 2020/21. The Department for Levelling Up, Housing and Communities therefore published details of measures to support the improved timeliness of local audit in December 2021. One of the outcomes was to extend the deadline for the sign-off of audited accounts for 2021/22 to the end of November 2022.
9. This deadline was confirmed in the Accounts and Audit (Amendment) Regulations 2022. The amended regulations also set out that the deadline will revert to 30 September for the subsequent 6 years.

CODE OF PRACTICE ON LOCAL AUTHORITY ACCOUNTING

10. The attached Statement of Accounts has been drawn up in the form prescribed by the 2021/22 Code of Practice on Local Authority Accounting in the United Kingdom, which constitutes 'proper accounting practice' under the terms of section 21(2) of the Local Government Act 2003. In addition, the Accounts and Audit Regulations 2015 contain certain requirements for disclosure in the Statement of Accounts.

11. The 2021/22 Code of Practice on Local Authority Accounting made changes to some accounting standards but none of them have had a material impact upon the Authority's accounts. The requirement to adopt IFRS 16 (accounting for leases) from April 2022 has been delayed until April 2024.

STATEMENT OF ACCOUNTS

12. The Statement of Accounts has been prepared in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA).
13. It aims to provide information so that members of the public, including electors and residents of Hampshire and the Isle of Wight, Fire and Rescue Authority Members, partners, stakeholders and other interested parties can:
 - Understand the overall financial position of the Authority and the outturn position for 2021/22;
 - Have confidence that the public money with which the Authority has been entrusted has been used and accounted for in an appropriate manner; and
 - Be assured that the financial position of the Authority is sound and secure.
14. The unaudited accounts were reviewed and signed by the Chief Financial Officer on 26 July 2022 as a true and fair view of the financial position at 31 March 2022. The draft accounts were published on the Authority's website in line with requirements of the regulations and enabled the commencement of the period for the exercise of public rights on or before the first working day of August 2022.
15. The Authority's accounts are externally audited by EY. At the time of the publication of this report, the audit was in the process of being finalised and the accounts remain draft until the conclusion of the audit, although it is anticipated that an unqualified audit opinion will be issued. The conclusions of the audit are contained within the external auditor's report, which is presented elsewhere on the agenda for this meeting. There is one unadjusted difference highlighted by EY (p20 of their draft report) which relates to collection fund postings due to the timing difference between the preparation of draft accounts and the receipt of returns from district councils. This updated information will be reflected in the final version of the Statement of Accounts.

16. The Authority has delegated responsibility for the approval of the Statement of Accounts to the Standards and Governance Committee and this report therefore presents the Statement of Accounts for 21/22 for approval for publication by the Committee prior to the deadline of 30 November 2022. As the external audit had not been concluded at the time of publication of this report, the Committee is asked to delegate authority to the Chief Financial Officer to make minor amendments to the version of the Statement of Accounts included within the papers for this meeting if required by the external auditor prior to the issue of the audit opinion, including the change outlined in paragraph 15.
17. Due to the timing of the publication of papers for this meeting prior to the conclusion of the audit, any noteworthy changes to the accounts to be made between draft and final versions that have been agreed with EY prior to the meeting will be summarised in presenting this report to the Committee.
18. There are no major changes to the format of the statement of accounts from a technical perspective compared with the accounts presented for the Hampshire Fire and Rescue Authority in 2020/21. The accounts for the new combined authority have however been designed to reflect the fact that the majority of users will view the accounts digitally.
19. It should also be noted that as the Hampshire and Isle of Wight Fire and Rescue Authority as created on 1 April 2021 was an entirely new legal entity there are no prior year comparators used within the Statement of Accounts, although the accounts do include an opening Balance Sheet as at 1 April 2021 that reflects the combination of the assets and liabilities of the two former entities. The creation of this combined balance sheet has been one of the areas of audit focus for the team from EY.
20. The accounts continue to follow the requirements of the Code of Practice for Local Authority Accounting (the Code) as set by the Chartered Institute of Public Finance and Accounting (CIPFA). The narrative report within the Statement of Accounts includes an explanation of how the required accounting presentation relates to the financial performance of the Authority as set out in the end of year financial report, which was presented to HIWFRA Full Authority on 26 July 2022.
21. The following paragraphs provide a summary of each section of the Statement of Accounts.

NARRATIVE REPORT

22. The narrative report provides information about the key issues affecting the Authority and reports on the Authority's financial and non-financial performance, risks and future prospects.
23. The narrative report is designed to help readers understand the Authority and its operating environment and to assist in the understanding and interpretation of the Statement of Accounts.

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

24. This statement records the responsibility:
- of the local authority to appoint an officer with the responsibility for the proper administration of its financial affairs. Within the Authority, this is the Chief Financial Officer
 - of the Chief Financial Officer to prepare the accounts in accordance with proper practices as set out in the Code of Practice, and to certify that the accounts present a true and fair value of the Authority
 - of the Chairman of this Committee to confirm that the accounts have been considered and approved by the Committee.

MOVEMENT IN RESERVES STATEMENT

25. This sets out the movement in the year on the different reserves held by the Authority, analysed into 'useable reserves' (those which can be applied to fund expenditure or reduce council tax) and 'unusable reserves' which are mainly used for accounting adjustments.

BALANCE SHEET

26. This shows the value of the assets and liabilities recognised by the Authority. The net assets of the Authority are matched by reserves, either usable or unusable.

CASH FLOW STATEMENT

27. The cash flow statement is designed to demonstrate the changes that have taken place in the Authority's cash position over the year and to highlight the causes of that change.

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

28. This statement shows the accounting cost of providing services rather than the amount funded from taxation, and is presented using financial reporting headings. The taxation position is shown in the Movement in Reserves Statement.

NOTES TO THE ACCOUNTS

29. These comprehensive notes incorporate information to give the reader information to support the accounts. The accounting policies are incorporated within the notes.

PENSION FUND ACCOUNT

30. All Fire Authorities are required by legislation to operate a Pension Fund Account and the amounts paid into and out of it are specified by regulation. Members will be aware that the Authority pays an employer's pension contribution based on a percentage of pay into the pension fund account.
31. The Account is balanced to nil each year by receiving cash in the form of a pension top-up grant from the Government equal to the amount by which the amount payable from the Account exceeded the amount receivable. Should the position arise where the amounts receivable ever exceed those payable then the surplus would be paid over to the Government.

ANNUAL GOVERNANCE STATEMENT

32. In accordance with legislation, the Annual Governance Statement must accompany the Statement of Accounts. The Authority's Annual Governance Statement was approved by Standards and Governance Committee in July.

LETTERS OF REPRESENTATIONS

33. As part of the production and audit of the final accounts, the external auditors also require the Chief Financial Officer and Chairman of Standards and Governance Committee to provide a Letter of Representations.
34. The letter provides additional assurance that all matters have been disclosed to the auditors and that no undue influence has been applied in producing the accounts that would prevent them giving a true and fair view of the Authority's financial position.
35. The detailed letter (draft) is attached at Appendix 2.

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

36. Ensuring that funding is appropriately accounted for is vital for all public sector organisations and the annual accounts also provide information to gauge the financial health of an organisation, which underpins the achievement of the Safety Plan.

CONSULTATION

37. No consultation is required for this report as it is based on historic information and is a purely factual document.

COLLABORATION

38. The Authority is part of a shared services partnership with Hampshire County Council, Hampshire Constabulary and the Police and Crime Commissioner for Hampshire and the Isle of Wight. The accounts of all partners are prepared by the same finance team and all partners use the same finance system, which brings economies of scale. The same audit firm (EY) audits all partners under the current audit contract. This brings advantages to the Authority in the accounts and audit process.

RESOURCE IMPLICATIONS

39. This report reflects the financial position for the previous financial year and does not contain any requests which would affect the future financial position.

IMPACT ASSESSMENTS

40. This is a factual report presenting the Authority's Statement of Accounts for the last financial year. Any financial decisions taken during that year or future financial decisions will be subject to separate impact assessments.

LEGAL IMPLICATIONS

41. This report is part of the final accounts process. There is a legal requirement under the Accounts and Audit (Amendment) Regulations 2022 that the Statement of Accounts be approved and published by 30 November 2022.

RISK ANALYSIS

42. The Statement of Accounts is an important element of the Authority's corporate governance arrangements. It has been prepared in accordance with the appropriate statutory code. Together with the budget report, the medium term financial plan, and the outturn report for 2021/22 it provides

evidence to the public that the Authority's financial affairs are being properly managed and in accordance with proper accounting practice.

EVALUATION

43. The Statement of Accounts is prepared by the Authority on an annual basis at the conclusion of the financial year in line with the Code of Practice for Local Authority Accounting and the requirements of the Accounts and Audit Regulations. Following the sign off and publication of the accounts a review is undertaken to identify any opportunities to further enhance the way in which the accounts are produced. In addition, relevant changes to accounting standards or other reporting requirements will be analysed by the Chief Financial Officer and their officers and implemented as necessary.

CONCLUSION

44. The presentation and approval of the annual accounts is an important part of the overall governance framework for the Authority and the Committee is therefore requested to consider and approve the accounts alongside the report of the external auditors.

RECOMMENDATION

45. That the Statement of Accounts for 2021/22 (draft) attached at Appendix 1 be approved by the HIWFRA Standards and Governance Committee subject to any final amendments reported at the meeting including the change outlined in paragraph 15, with the Chief Financial Officer given delegated authority to approve further minor amendments to the Statement of Accounts if required prior to publication.
46. That the Letter of Representations (draft) attached at Appendix 2 be approved and signed by the Chairman on behalf of the HIWFRA Standards and Governance Committee.

APPENDICES ATTACHED

47. Appendix 1 – Statement of Accounts (draft) and Annual Governance Statement 2020/21
48. Appendix 2 – Letter of Representations (draft)

BACKGROUND PAPERS

49. Outturn Report for the financial year 2021/22 to Hampshire and Isle of Wight Fire and Rescue Authority on 26 July 2021.

Contact: Catherine Edgecombe, Chief Financial Officer,
catherine.edgecombe@hants.gov.uk 0370 779 6214

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**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY



Statement of Accounts 2021/22

NAVIGATION GUIDE

- To proceed through the accounts in order click your mouse or press the right arrow key  on your keyboard to move on to the next slide.
- To go back to a previous slide press the left arrow key on your keyboard. 
- Sections with more than one slide will indicate so, telling you which slide you are on and how many are within that section. 1/12, 4/6 etc
- This document can be viewed on computers, laptops and mobile devices
- Our finance team can be contacted at: budget@hants.gov.uk

- To navigate to particular sections of the accounts, use the index. Click on the desired section to be taken there.

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- [Basis for estimating Assets and Liabilities](#)
- [Sensitivity analysis of financial assumptions](#)
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- [Accounting policies and critical judgements in applying ...](#)
- [Assumptions made about the future...](#)
- [Accounting Standards Issued, Not Yet Adopted](#)
- [Pension fund account](#)
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NARRATIVE REPORT

NARRATIVE REPORT

The Statement of Accounts has been prepared in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy (CIPFA). It therefore aims to provide information so that members of the public, including electors and residents of Hampshire and the Isle of Wight, Fire and Rescue Authority Members, partners, stakeholders and other interested parties can:

- Understand the overall financial position of the Authority and the outturn position for 2021/22;
- Have confidence that the public money with which the Authority has been entrusted has been used and accounted for in an appropriate manner; and
- Be assured that the financial position of the Authority is sound and secure.

The style and format of the accounts, complies with CIPFA standards and is similar to that of previous years. The information contained within these accounts is presented as simply and clearly as possible. However, the accounts of an organisation such as Hampshire and Isle of Wight Fire and Rescue Authority are, by their nature, both technical and complex.

On 1 April 2021, a new fire authority covering Hampshire and the Isle of Wight was constituted following the combination scheme order set out in UK Statutory Instrument 2020 Number 186. This means that these accounts are the first set of accounts for the new Authority. As this is the first year of the new Authority, there will be no information about the prior year position. From financial year 2022/23 prior year comparators will be included.

This Narrative Statement has been structured to help enable readers to understand the Authority, its operating environment, and to assist in the understanding and interpretation of the Statement of Accounts. The statement provides information about Hampshire and the Isle of Wight, including the key issues affecting the Authority and its accounts. It also provides a summary of the financial position at 31 March 2022 and is structured as below:

- Statement from the Chairman of the Hampshire and Isle of Wight Fire and Rescue Authority
- Introduction from the Chief Financial Officer
- An Introduction to Hampshire and the Isle of Wight Fire and Rescue Authority
- The Fire and Rescue Authority's Performance
- Financial Performance of the Authority 2021/22
- Corporate Risks
- Summary Position including an explanation of the financial statements and changes during 2021/22
- Where you can get further information

NARRATIVE REPORT

Statement from the Chairman of Hampshire and Isle of Wight Fire and Rescue Authority

As Chairman of the Fire and Rescue Authority, I am delighted to be able to present to you the Statement of Accounts for 2021/22. This has been a year of ongoing challenges, so it's reassuring to see that the Service has maintained a stable financial position.

This has been the first full year of the new combined Hampshire and Isle of Wight Fire and Rescue Service and I am immensely proud when I reflect on the way the Service, supported by members of the Authority, has adapted and responded to this change.

Investment in our Isle of Wight estate is already underway, improving the living and working conditions for our firefighters and support staff as they continue to serve our communities.

Great strides have also been made in the progression of our ambitious Station Investment Programme, which sets out to deliver three new fire stations in Hampshire. Building work has started at Bishop's Waltham, planning permission has been granted for the new site in Cosham and a public consultation for the Redbridge site has been completed.

The global Covid-19 pandemic has brought many challenges along the way but at each step we have seen the Service respond, not only by continuing to fulfil its core responsibilities as a fire and rescue organisation, but also via the tremendous support given to health partners.

Cllr Rhydian Vaughan MBE

Chairman

Hampshire & Isle of Wight Fire & Rescue Authority



Introduction from the Chief Financial Officer

This Narrative Statement is designed to help readers better understand the Authority, its operating environment, and to assist in the understanding and interpretation of the Statement of Accounts themselves. It contains background information about the Fire and Rescue Authority and outlines some of the key financial issues in areas such as revenue and capital spending, reserves and treasury management. It also provides information about the Fire Authority's performance during the year.

The accounts themselves are very complex and technical in nature, but I hope you will take the time to look through them and in particular, read the Narrative Statement which provides an excellent summary of what has happened during the financial year and outlines the financial standing of the Fire and Rescue Authority as at 31 March 2022. If you would like more information on the accounts or have any questions on the content then contact information is contained within this Narrative Statement.

Catherine Edgecombe

Chief Financial Officer



NARRATIVE REPORT

Introduction to Hampshire & Isle of Wight Fire and Rescue Authority

These accounts cover the year to 31 March 2022, the first year of the new Hampshire and Isle of Wight Fire and Rescue Authority. The new Authority covers the whole of the geographic area of Hampshire (including the two unitary authorities of Portsmouth and Southampton) and the Isle of Wight. The Fire Authority itself is made up of Councillors from Hampshire County Council and Southampton, Portsmouth and the Isle of Wight Unitary Councils.

There are a number of factors which affect the Authority's services and its finances. Detailed below are some of the key facts and figures having a major impact on the Authority's financial position in both the short and medium-term. Further background information about the Authority can be found at: <http://www.hantsfire.gov.uk/about-us/>

Key Facts about Hampshire

Hampshire is a large county based in the South of England which covers an area of more than 1400 square miles. The county is home to a population of 1.85 million people dispersed across rural, urban and coastal areas.

Hampshire is bordered to the West by Dorset and Wiltshire, to the East by West Sussex and Royal Berkshire and Surrey to the North. The county is bordered by the Solent to the south which is one of the busiest shipping lanes in the world served by the commercial ports of Southampton and Portsmouth

Hampshire is rich in history with national parks, significant places of interest and heritage sites of international importance.

The cities of Southampton and Portsmouth are urban areas of growing populations with universities that are seeing significant growth in student numbers and accommodation requirements. The growth in industry around Winchester and Basingstoke highlights the changing landscape. Balanced with this are large numbers of remote villages with many thatched and listed buildings.

Hampshire is home to several significant military bases and ports. There are also several businesses that are classified as Control of Major Accidents and Hazard (COMAH) sites. These locations have specific plans in place to manage the risks they have on site. There is a large and diverse range of commercial and industrial elements across Hampshire with heavy industries, including Fawley oil refinery and BAE systems. The county also has several major transport hubs including airports, ferry terminals, commercial ports, major motorways and several major hospitals, prisons and key infrastructure.

Key facts about the Isle of Wight

The Isle of Wight is an island off the south coast of England. Home to around 140,000 and with an estimated 2.5 million visitors annually, the Isle of Wight is the largest and second most populated island in England.

The Isle of Wight's economy is primarily based around light industry, tourism and service sectors, with its natural landscape, coastline and buildings of historical importance. It is a popular tourist attraction. The Isle of Wight is also home to HMP Isle of Wight, holding 1,100 prisoners across two prison locations and St. Mary's Hospital. The Island is sparsely populated with 80% of the population based in 20% of the land mass.

The Fire and Rescue Service

The core functions of UK fire and rescue services are to make provision for the purpose of promoting fire safety in their area, protect buildings and the people in them, responding to fires, rescuing people in road traffic collisions (RTC) and attending other emergencies

Our Safety Plan sets out our purpose – **together we make life safer.**

Our purpose drives us in everything we do. To be successful, all the work we do must contribute to making life safer in our communities. We can only fully succeed in making life safer by working together with partners and our communities.

To achieve our purpose, we must fully understand the risks that our communities face. By engaging with those most affected by the risks identified we are able to create the most effective services to protect them. On this basis we have developed five priorities. These commitments will inform all that we do to make Hampshire and the Isle of Wight safer:

Our Communities. We work together to understand different community needs and deliver accessible, local services which build safer places.

Our People. We look after each other by creating great places to work and promoting the health, wellbeing and safety of our people.

Public Value. We plan over the longer-term to ensure our decisions and actions deliver efficient and effective public services.

High Performance. Our diverse teams are trusted, skilled and feel equipped to deliver a leading fire and rescue service today and into the future.

Learning & Improving. We have the support of policy and guidance with the freedom to use our discretion to do the right thing, learning from ourselves and others.

Our Safety Plan is about improving public safety, reducing the number of emergency incidents and saving lives. The full plan can be found at:

<https://www.hantsfire.gov.uk/about/transparency/safety-plan/>

NARRATIVE REPORT

Looking towards 2022/23

In 2021/22 a further single year funding settlement was announced. As an Authority with a low council tax charge, Hampshire and Isle of Wight Fire and Rescue Authority was granted flexibility to increase council tax by £5 (7.1%). In setting the budget and precept, the Authority took advantage of this flexibility.

The increased council tax revenue plus a commitment to deliver efficiencies meant that a balanced budget could be set for 2022/23. A medium term financial plan running to financial year 2024/25 was also produced. This plan showed a balanced budget over the period, achieved by further efficiencies and draws from a grant equalisation reserve. However, as the funding settlement was for a single year only a great deal of uncertainty over the medium term financial position remains.

Price inflation has emerged as a significant new risk, particularly since the start of 2022. Although pay and price inflation contingencies were built into the 2022/23 budget, it seems likely that these contingencies will be insufficient to cover price rises. Officers will closely monitor the situation throughout the year.

The long-term impact of the pandemic and recent international events on the public finances and the wider economy is not yet clear. This heightens the sense of uncertainty facing the Authority, other public sector entities and the wider economy.

In overall terms however, HIWFRA remains in a strong financial position. The Authority has reserves of £41.4m at the end of 2021/22 financial year. Although these reserves are largely committed, they could be used differently to provide a mitigation to future financial challenges.

Financial sustainability

The Chief Financial Officer has a statutory obligation to keep the financial position of Hampshire and Isle of Wight Fire and Rescue Authority under review and to ensure that budgets set are realistic and deliverable, and that reserves are adequate.

The Authority regularly reviews and updates its Medium-Term Financial Plan, incorporating known factors that will have a positive or negative impact upon its financial strategy and making realistic assumptions to allow for the inevitable risk and uncertainty that accompanies any financial forecast.

This is underpinned by the Authority's well established reserves policy. Annual contributions to reserves in excess of £6m per annum to fund future expenditure are built into the Authority's budget. In the event of an adverse financial settlement, these reserve contributions would be temporarily reduced to give the Authority time to appropriately plan for and deliver savings.

Quarterly financial updates are prepared by budget managers across the service and, with support from the finance team, are presented and discussed quarterly at Executive Group.

The medium-term strategy and current assumptions on funding, priorities and pressures inform the annual budget setting process, with outcomes monitored throughout each financial year taking a risk-based approach with the escalation of issues through senior officers and elected members as appropriate.

At the end of 2021/22 reserves stood at £41.4m of which 6% comprised the General Fund balance. The Authority's significant reserves balance ensures that it can conduct its Treasury Management activity to make sure sufficient cash is available to meet its operational obligations whilst also taking a longer-term view to investments where appropriate. This approach enables greater returns to be made in support of the revenue budget, whilst also adhering to the CIPFA Treasury Management Code in prioritising the security of its investment balances.

The Authority's financial forecast for 2022/23 has been reviewed alongside assumptions to 2024/25 and a prudent profile of cashflows to support the Chief Financial Officer in assessing and confirming the Authority's financial sustainability to March 2024.

The reserves balance coupled with the anticipated timing of cash flows and the liquidity profile of its investments means that that the Authority can meet its operational obligations over the period, with the option to sell longer-term investments and make use of its borrowing headroom as a short-term solution to any unforeseen liquidity pressures, although this would have an impact on the longer-term financial sustainability of the Authority.

Ongoing uncertainty around the future of key funding streams for local government coupled with external pressures such as inflation, carbon reduction requirements and the need to modernise the estate, mean that the longer term position of the Authority remains unclear. The Authority may need to consider changes that would impact on service delivery beyond this time.

NARRATIVE REPORT

Key Facts about the Fire and Rescue Authority

All of the factors in the section above help to shape the Fire and Rescue Authority's priorities and provide a challenging environment for the organisation to operate in.

Providing adequate fire risk cover across Hampshire and the Isle of Wight in 2022/23 must be balanced with the efficient and effective use of resources and the utilisation of the capacity that we have available to improve all aspects of public safety.

Charged with directing the outcomes, priorities and policies of the Authority are the members of the Fire Authority who were nominated to serve on the Authority by Hampshire County Council, Southampton and Portsmouth City Councils and Isle of Wight Council during 2021/22.

The Authority decides the budgets and policies for the vital services provided by the Hampshire and Isle of Wight Fire and Rescue Service.

The composition of the Authority at the time of the publication of these accounts is shown in the accompanying table.

In addition, the Police and Crime Commissioner for Hampshire and the Isle of Wight has a non-voting seat on the Authority.

Nominating Authority	Number of Members	Composition
Hampshire County Council	8	6 Conservative, 2 Liberal Democrat
Southampton City Council	1	1 Labour
Portsmouth City Council	1	1 Labour
Isle of Wight Council	1	1 Independent
	11	



NARRATIVE REPORT

Structure and responsibility for decision making

The Authority is a statutory corporation, which means it is a body created by government legislation. It can only do things it is specifically authorised to do by legislation or law.

The Authority is made up of elected members from its constituent authorities, as set out on the previous page. It meets 6 times per year and its role is to take decisions on strategic and policy matters and to establish the framework within which the Hampshire and Isle of Wight Fire and Rescue Service operates.

The Authority has two standing committees – Standards and Governance Committee (S&GC), which is responsible for audit and scrutiny functions, and the 3SFire CIC Stakeholder Committee, which exercises the Authority's functions as shareholder of 3SFire. Appointments to these committees are made each year at the Annual Meeting of the Authority.

In addition, the Authority has established a Firefighters Pension Board in accordance with the requirements of the Public Service Pensions Act 2013. This Board assists HIWFRA as the administering authority of the Hampshire and Isle of Wight Firefighter's Pension Scheme. The Board comprises 4 employer representatives and 4 scheme member representatives.

The Authority also has in place an Authority Policy Advisory Group (APAG) made up of senior officers and Members. APAG does not make decisions but acts as a forum for members to informally discuss and consider the future strategic direction of policy.

The Authority has established a Scheme of Delegation. This delegates responsibility for a wide range of decisions relating to operational delivery to officers.

The Executive Group

Supporting the work of the Fire Authority is the Executive Group comprised of 6 Directors led by the Chief Fire Officer. Directors work with, and for, the Authority to maximise the capacity and effectiveness of the organisation in order to protect and build strong, sustainable public services that improve the safety of people across Hampshire.

The members of the Executive Group during the 2021/22 financial year are set out below:

- Chief Fire Officer – Neil Odin
- Deputy Chief Fire Officer and Director of Policy and Planning – Steve Apter (to June 2021)
- Deputy Chief Fire Officer and Director of Policy, Planning and Assurance – Shantha Dickinson (from June 2021)
- Assistant Chief Fire Officer and Director of Performance and Assurance – Shantha Dickinson (to May 2021)
- Assistant Chief Fire Officer and Director of Operations – Stewart Adamson
- Director of Corporate Services – Matt Robertson
- Director of People and Organisational Development – Molly Rowland
- Chief Financial Officer – Rob Carr (to 28th February 2022)
- Chief Financial Officer – Catherine Edgecombe (from 1st March 2022)

NARRATIVE REPORT

Full Time Equivalent Employees

At the end of 2021/22, the Fire and Rescue Authority employed a Full Time Equivalent (FTE) total of 1,547 staff, which takes account of those staff that work part-time.

The breakdown between staff groups is shown in the following table:

Full Time Equivalent employees	March 2022
Whole time fire fighters/ICU	720
Retained duty system fire fighters	501
Control room	34
Support staff (non-uniformed staff)	292
Total	1,547

The Fire and Rescue Authority's Non-Financial Performance

An end of year performance report is prepared annually and is discussed at the Fire Authority. The report can be found [here](#).

The last year continued to be challenging, with the impacts of the pandemic continuing.

A summary of 'core' performance measures at the end of 2021/22 is shown in the following table:

	2021/22
Fire Related Fatalities	9
Fire Related Casualties	103
Fires	3,808
Average Response Time	07:35
On-Call Availability	62.4%

The Fire and Rescue Authority's Financial Performance

Funding the Authority's revenue budget

The 2021/22 budget was set during the COVID-19 pandemic. There were still significant concerns about the potential impact of COVID response on the financial position of the service as well as on the wider public finances. For the 2021/22 budget reductions in council tax and business rate yields were largely covered by additional funding from Government. Therefore Hampshire and Isle of Wight Fire Authority was able to set a balanced budget by drawing from a designated grant equalisation reserve. The budget also provided for significant revenue contributions to help fund the capital programme and other cyclical costs such as equipment and IT refresh.

Most of the Fire and Rescue Authority's income comes from Government grants, Council tax and business rates. The Authority generates income, primarily from the estate and investments. The proportion of the Authority's income obtained from these sources is as follows:

	2021/22
	%
Council tax	57
Business rates	12
General Government grants	29
Fees, charges & interest	2
Specific Government grants	0
	100

How the budget is spent

The costs of the day to day operations of the Fire and Rescue Authority are known as revenue expenses. Due to the nature of the services that the Fire and Rescue Authority provides, much of the cost of services relate to staffing. Other running expenses relate mainly to the cost of vehicles, property and IT and the cost of borrowing money for financing capital expenditure.

The breakdown of these costs is shown in the following table:

	2021/22
	%
Employee benefit expenses	74
Other service expenses	26
	100



NARRATIVE REPORT

End of year revenue budget outturn

During 2021/22 there continued to be some additional costs relating to the COVID-19 pandemic, although these were covered by grant funding brought forward from 2020/21. The net impact of the COVID-19 pandemic on these financial statements is therefore zero. However, the longer term economic impact of the pandemic and other major international events including the war in Ukraine remains unclear.

Despite another extremely challenging year, the Fire and Rescue Authority has continued to demonstrate strong financial stewardship. There was an overall underspend of £2.582m. The main factors in this underspend were lower pay costs, partly as result of recruitment difficulties in specialist areas, lower spend on supplies and services and additional rental and investment income. This position includes an additional contribution to reserves to fund improvement activities in the Operations Directorate.

The net underspend will be transferred to reserves to provide investment funding for future essential estates improvement work, in line with our Estates Design Principles. service improvement and capital investment. The main components of the 2021/22 budgeted and actual income and expenditure are set out here:

	Budget	Actual	Variance over / (under) spend
	£'000	£'000	£'000
Combined Fire Authority	64	64	0
People and Organisational Development	5,325	5,104	(221)
Operations	44,373	43,376	(997)
Policy, Planning and Assurance	5,085	5,028	(57)
Corporate Services	21,674	20,863	(811)
Finance	2,013	1,870	(143)
Net cost of Fire and Rescue Services	78,534	76,305	(2,229)
Net contribution to reserves	2,055	2,055	0
Revenue Contributions to Capital	550	550	0
Capital Financing and investment income	740	343	(397)
Change in Provisions	0	24	24
Funding	(81,879)	(81,859)	20
Other income and expenditure	(78,534)	(78,887)	(353)
Net (under)/over spend	0	(2,582)	(2,582)

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Reconciliation to Comprehensive Income & Expenditure Statement

The Comprehensive Income and Expenditure Statement (CIES) shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount funded from taxation. The Authority raises taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The table shows the differences between the two presentations. The surplus or deficit on the provision of services chargeable to the general fund comprises planned contributions to reserves built into the revenue budget and the net in year under or over spend against the budget.

	Management outturn	Adjustments between accounting and funding basis (EFA)	Other adjustments to match outturn report presentation	CIES figures
Fire & Rescue Services	76,305			76,305
Adjustments for capital purposes		5,831		5,831
Adjustments for pensions		16,641		16,641
Adjustment for interest		91	(157)	(66)
Total Fire & Rescue Services	76,305	22,563	-157	98,711
Other income and expenditure	(78,887)			(78,887)
Adjustments for capital purposes		(334)		(334)
Adjustments for pensions		20,341		20,341
Adjustment for collection fund		(3,051)		(3,051)
Adjustment for financial instruments (including interest)		(822)	159	(663)
Adjustment for net contribution to reserves			(2,055)	(2,055)
Total other income and expenditure	(78,887)	16,134	(1,896)	(64,649)
(Surplus) / deficit on the provision of services	(2,582)	38,697	(2,053)	34,062

Capital expenditure

In 2021/22 the Fire and Rescue Authority spent £1.659 million on capital projects, which was lower than forecast. This was mainly as a result of delays in the purchase of vehicles and some delays in spend on the Station Investment Programme. As set out in the table below, the majority of the spend related to the Station Investment Programme.

Scheme	£'000
Other Capital Works	13
Station Investment Programme	1,347
Vehicles	299
Total	1,659

The total capital expenditure of £1.659 million was financed in the following way:

Source of funding:	£'000
Capital payments reserve	550
Prudential borrowing	1,109
Total	1,659

Capital financing

Capital expenditure is spending on assets that will be used for more than one year. It may be funded from capital receipts, capital grants and contributions from other bodies. It may also be funded directly from revenue and the Authority makes a regular annual contribution to capital from the revenue budget. Prudential borrowing provides another option, albeit one that results in ongoing costs to the revenue budget that must be factored into decision making. The Authority has agreed to use this source of funding for the Station Investment Programme, although to date has used internal borrowing (temporarily using cash balances not yet required for other purposes) rather than taking on new external debt. Total external debt at 31 March 2022 relating to prior years' capital programmes decreased by £0.4m to £6.7m.

The Authority is required to set and monitor against Prudential Indicators to demonstrate the prudence, sustainability and affordability of its capital plans and expenditure in line with the Prudential Code. The Authority has ensured compliance with these requirements during 2021/22. Further information was provided in the outturn report presented to the Fire Authority in July 2022 and [can be found at this link](#).

Treasury Management

Treasury Management is about managing the Authority's long-term borrowing and lending activity and managing cash flows on a day to day basis to ensure that sufficient funding exists to meet operational obligations like paying staff and suppliers throughout the year. The Treasury Management Strategy is reviewed annually and provides the framework within which authority is delegated to the Chief Financial Officer to make decisions on the management of the Authority's debt and investment of surplus funds.

All treasury activity has complied with the Fire and Rescue Authority's Treasury Management Strategy and Investment Strategy for 2021/22, and all relevant statute, guidance and accounting standards. Further information is provided in the Treasury Management Appendix to the outturn report for 2021/22.

Pension Fund Liability

The estimated future pension liability as calculated by the Authority's actuary is £990.6m.

Changes in the actuarial value for accounting purposes are not a cause of concern for the Authority due to the Local Government Pension Scheme actuary adjusting contributions gradually in order to fully fund the scheme within 19 years and the Fire Fighters and new Fire Fighters pension schemes being fully funded by central government, albeit that future changes could increase employer costs in the longer-term.

Reserves and Balances

The Fire and Rescue Authority maintains a number of useable reserves, as detailed in the Balance Sheet.

At the end of the 2021/22 financial year the Fire and Rescue Authority's earmarked reserves together with the general fund balance stand at just over £41.4m - an increase of £4.6m on the new combined Authority's opening balance. This net movement includes the overall surplus for the year and budgeted contributions to reserves, offset by planned draws from reserves to cover expenditure in the year. Investment balances totalled £32.0m at the end of the year. These balances fluctuate during the year as a result of changing cashflows but do tend to track the total value of reserves held by the Authority.

NARRATIVE REPORT

The table below summarises the total level of reserves and balances that the Fire and Rescue Authority holds.

The General Fund Balance is not earmarked for any specific purpose but represents a minimum level of balances recommended by the Chief Financial Officer to provide a buffer against any significant unexpected expenditure during the year.

Although reserves balances are currently high, they are largely committed to future capital investment and asset replacement. Delays in the vehicles programme are a particular factor in this. The Grant Equalisation Reserve balance is the only uncommitted earmarked reserve. This balance is being held to mitigate the risk caused by the lack of a medium-term financial settlement.

Corporate Risks

The Authority has an embedded process to manage risks and assist the achievement of its objectives. The Organisational Risk Register plays an integral role to support production of the Safety Plan and is subject to annual review by the Standards and Governance Committee. Directors and the Chief Officer Group oversee the management of risk in the Authority and continually assess risks as part of their day to day activities.

Risk management arrangements are detailed in the Annual Governance Statement and these are updated as part of the production of the Safety Plan. The Safety Plan is underpinned by the strategic assessment of risk which is a detailed and constantly updated analysis. These plans assess the risks our communities face and how we will put resources in place to protect them. The Service continues to have a number of projects working in partnership with others, many of which require some elements of one-off and recurrent funding from the Fire and Rescue Authority. Specific risks relating to partnerships and projects have been incorporated into the Annual Governance Statement where appropriate.

The impact of the current economic climate on the Fire and Rescue Authority is considered when the Fire and Rescue Authority sets its budget, although in general terms, there is not a significant link between the two items. In the medium-term the impact of Covid-19, the war in Ukraine and the cost of living crisis on the national and global economy and the knock-on impact this may have on council tax, business rates and grant levels in the future alongside any changes in Government funding resulting from the forthcoming Spending Review will be of greater significance. Any significant movements and events in the year were reported to the Authority. Monitoring of spend against the budget takes place throughout the year and is reported to the Executive Group and to the Authority on a quarterly basis.

Balance 31 March 2022

£'000

Transformation Reserve	2,602
Capital Payments Reserve	30,598
Earmarked Underspends Reserve	616
IT Services Reserve	1,020
Equipment Replacement Reserve	1,422
HQ Maintenance Reserve	815
Princes Trust	74
Revenue Grants Reserve	1,300
Grant Equalisation Reserve	472
Capital Receipts	
General Fund Balance	2,500
Total Reserves and Balances	41,419

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Summary Position

It is clear that the Fire and Rescue Authority's financial and non-financial performance in 2021/22 continues to be good. The revenue underspend of £2.582m is a strong position following a challenging year and will be contributed to reserves to fund essential future capital spend. Capital spend was lower than initially planned but is expected to increase significantly over the coming years. The Authority has sufficient reserves and balances to provide financial resilience for 2022/23 although the impact of inflation and the lack of multi-year funding settlement mean that there is a great deal of uncertainty.

There are potential risks as highlighted above, but there are well established and robust risk management processes in place and, together with robust financial management and reporting, the Combined Fire Authority is in a very strong position.

Changes to the Accounts

Due to the COVID-19 pandemic last year the statutory dates for publishing the accounts were changed. An extended timeline remains for this financial year. The deadline for publishing the draft accounts is 31st July, with 30th November the deadline for publishing the audited accounts.

Explanation of the Statement of Accounts

The Financial Statements bring together all the financial activities of the Authority for the year and its financial position as at the 31 March 2022. They detail both revenue and capital elements for the General Fund and separately provide detail for the Pension Fund.

The public sector is governed by a rigorous structure of controls to provide stakeholders with the confidence that public money has been properly accounted for. As part of this process of accountability, the Authority is required to produce a set of accounts in order to inform stakeholders of the Fire Authority that we have properly accounted for all the public money we have received and spent and that the financial standing of the Authority is on a secure basis.

The accounts for 2021/22 are contained in the following pages and can be read sequentially or specific sections can be accessed directly via the [index](#).

The accounts consist of:

- **Statement of Responsibilities for the Statement of Accounts** – Outlines the key responsibilities in respect of the accounts, together with statements from the Chief Financial Officer and Chairman of the Standards and Governance Committee.
- **Movement in Reserves Statement** – Analyses the change in net worth between the general fund, other useable reserves and unusable reserves.
- **Balance Sheet** – This sets out assets and liabilities at 31 March 2022. As this is the first year of the new Authority there are no prior year comparators.
- **Cash Flow Statement** – This summarises the movement in cash and cash equivalents during the course of the year.
- **Comprehensive Income and Expenditure Statement** – Shows the accounting cost in the year of providing services measured in accordance with international accounting standards rather than on the basis of the costs that are required to be financed from taxation.
- **Notes to the Accounts** – Which explain some of the key items and disclosures in the accounts.
- **Pension Fund Accounting Statement** – shows the contributions receivable and payable and the Government funding in respect of firefighter pension schemes.

Relationship between Accounting Statements

The Movement in Reserves Statement shows the movement in the year on the different reserves held by the Fire Authority, analysed into 'usable' reserves (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves.

The Cash Flow statement reconciles to the balance on the Comprehensive Income and Expenditure account for the year and the movement in Balance Sheet liquid assets and liabilities.

The Total Comprehensive Income and Expenditure represents the change for the year in total net worth as shown on the Balance Sheet.

Where you can get further information

You can get more information about the accounts from the Chief Financial Officer, Hampshire and Isle of Wight Fire and Rescue Authority, Fire and Police Headquarters, Eastleigh, SO50 9SJ, or contact the Finance Team: Telephone: 0370 779 1556, e-mail: budget@hants.gov.uk.





1 The Authority's responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Financial Officer
- manage its affairs so as to secure economic, efficient and effective use of resources and safeguard its assets
- approve the Statement of Accounts.

2 The Chairman's Statement (to be completed for the final accounts)

3 The Chief Financial Officer's responsibilities

3.1 The Chief Financial Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the Chartered Institute of Public Finance and Accountancy Code of Practice on Local Authority Accounting in the United Kingdom ('the code of practice').

In preparing this statement of accounts, the Chief Financial Officer has sought to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that were reasonable and prudent
- comply with the Code of Practice on Local Authority Accounting in the United Kingdom.

The Chief Financial Officer has also:

- kept proper records which are up to date
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

4 The Chief Financial Officer's statement

4.1 I certify that the Statement of Accounts gives a true and fair view of the position of the Hampshire Fire and Rescue Authority as at 31 March 2022 and its income and expenditure for the year ended 31 March 2022.

Catherine Edgecombe

Chief Financial Officer / Section 151 Officer

26 July 2022



CORE FINANCIAL STATEMENTS

MOVEMENT IN RESERVES STATEMENT

Movement in Reserves Statement

The Movement in Reserves Statement shows the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' and 'unusable reserves'

Usable reserves can be used to fund expenditure or reduce taxation.

The 'Total Comprehensive Income and Expenditure' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for Council tax setting purposes.

The General Fund Balance includes earmarked revenue reserves held for specific purposes.

	General Fund Balance*	Capital receipts reserve	Capital grants unapplied reserve	Total Usable Reserves	Total Unusable Reserves	Total Reserves	Note
	£'000	£'000	£'000	£'000	£'000	£'000	
Balance as at 1 April 2021	(36,784)	0	0	(36,784)	824,733	787,949	
Movements During 2021/22:							
Total Comprehensive Income and Expenditure	34,062	0	0	34,062	(109,844)	(75,782)	
Adjustments between accounting basis and funding basis under regulations	(38,697)	0	0	(38,697)	38,697	0	EFA
Net (Increase)/Decrease in year	(4,635)	0	0	(4,635)	(71,147)	(75,782)	
Balance as at 31 March 2022	(41,419)	0	0	(41,419)	753,586	712,167	

* includes earmarked reserves

Note Link
[Expenditure and funding analysis](#)

BALANCE SHEET

	31 March 2022	Note
	£'000	
Property, plant and equipment	183,800	PPE
Investment property	700	
Long term investments	8,698	Financial Assets
Long term debtors and pre-payments	20	17h
Long term assets	193,218	
Assets held for sale	-	
Inventories	1,155	
Short term debtors	9,357	17i
Short term investments	13,036	17e
Cash and cash equivalents	10,400	17j
Current assets	33,948	
Short term creditors	(4,680)	17d
Short term borrowing	(806)	17b
Current liabilities	(5,486)	
Net current assets	28,462	
Net liabilities relating to defined benefit pension schemes	(927,737)	23/24
Long term creditors	-	
Provisions	(210)	20
Long term borrowing	(5,900)	17a
Long Term Liabilities	(933,847)	
Net Liabilities	(712,167)	
Financed by:		
Usable reserves		
Revenue account	(2,500)	4
Earmarked reserves	(37,619)	4
Usable capital receipts reserve	-	4
Capital grants unapplied reserve	-	4
Revenue grants unapplied reserve	(1,300)	4
Total usable reserves	(41,419)	
Unusable reserves	753,586	3
Total reserves	712,167	

Balance Sheet

The Balance Sheet shows the value of assets and liabilities recognised by the Authority as at 31 March. The assets less liabilities are matched by reserves.

Usable reserves can be used to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the capital receipts reserve can only be used to fund capital expenditure).

Unusable reserves include those that hold unrealised gains and losses (for example the revaluation reserve, where amounts would only become available to provide services if the assets are sold) and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

Signed

Catherine Edgecombe

Chief Financial Officer / Section 151 Officer

26 July 2022

CASH FLOW STATEMENT

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the authority are funded by way of taxation and grant income or from the recipients of services provided by the Authority.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery.

Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

	2021/22 £'000	Note
Net (surplus) or deficit on provision of services	34,062	CIES
Adjustments to net surplus or deficit on the provision of services for non cash movements	(40,286)	Cashflow
Adjustment for items included in the net surplus or deficit on the provision of services that are investing and financing activities	0	Cashflow
Net cash (inflow)/outflow from Operating Activities	(6,224)	
Investing Activities	696	Cashflow
Financing Activities	450	Cashflow
Net (increase)/decrease in cash and cash equivalents	(5,078)	
Cash and cash equivalents at the beginning of the reporting period	(5,322)	
Cash and cash equivalents at the end of the reporting period	(10,400)	

Note Links
[CIES](#)
[Cash Flow Statement notes](#)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

Comprehensive Income and Expenditure Statement

The Comprehensive Income and Expenditure Statement (CIES) shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount funded from taxation. The Authority raises taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement and Expenditure and Funding Analysis.

The departments used by the Authority are reviewed and changed to meet operational and management requirements. These segments are not material in the context of the Statement of Accounts or the CIES and therefore they are combined into one segment called Fire and Rescue Services.

	Gross expenditure £'000	Gross Income £'000	2021/22 Net Expenditure £'000
Fire & Rescue Services	103,135	(4,424)	98,711
Net cost of Fire and Rescue Services	103,135	(4,424)	98,711
Other income and expenditure:-			
Other operating income and expenditure	21	0	21
Financing and investment income and expenditure	21,904	(2,189)	19,715
Taxation and non-specific grant income			
Non-ring fenced grants	-	(24,805)	
Locally retained business rates	-	(10,747)	
Council Tax Income	-	(48,833)	
Capital grants and contributions	-	-	
Total taxation and non-specific grant income	-	(84,385)	(84,385)
Total other income and expenditure	21,925	(86,574)	(64,649)
(Surplus)/deficit on the provision of services	125,060	(90,998)	34,062
(Surplus) or deficit on revaluation of PPE assets			(19,910)
Net (gain)/loss on the pension assets and liabilities			(89,934)
Other Comprehensive (Income)/Expenditure			(109,844)
Total Comprehensive (Income)/Expenditure			(75,782)



NOTES TO THE CORE FINANCIAL STATEMENTS





EXPENDITURE AND FUNDING ANALYSIS

Expenditure and Funding Analysis

The Expenditure and Funding Analysis (EFA) shows how the Authority has used available funding for the year (such as government grants, Council Tax precept and business rates) to provide services, in comparison with those resources that the Authority has consumed or earned by authorities in accordance with generally accepted accounting practices as presented in the Comprehensive Income and Expenditure Statement (CIES).

The following page provides further detail on the adjustments made from the General Fund to arrive at the amounts in the CIES.

	Net Expenditure chargeable to the General Fund Balance	2021/22 Adjustments between accounting and funding basis (see note 2)	Net expenditure in the CIES
	£'000	£'000	£'000
Fire & Rescue Services	76,148	22,563	98,711
Net cost of Fire and Rescue Services	76,148	22,563	98,711
Other income and expenditure	(80,783)	16,134	(64,649)
(Surplus) or deficit on the provision of services	(4,635)	38,697	34,062
Opening General Fund (including earmarked reserves) balance at 1 April	(36,784)		
Plus (surplus)/deficit on provision of services	(4,635)		
Closing General Fund (including earmarked reserves) balance at 31 March	(41,419)		



ADJUSTMENTS BETWEEN FUNDING AND ACCOUNTING BASIS

2021/22				
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement Accounts	Adjustments for Capital Purposes (Note a) £'000	Net change for the Pensions Adjustments (Note b) £'000	Other Adjustments (Note c) £'000	Total Adjustments £'000
Fire & Rescue Services	5,831	16,641	91	22,563
Net cost of services	5,831	16,641	91	22,563
Other income and expenditure from the funding analysis	(334)	20,341	(3,873)	16,134
Difference between the General Fund surplus or deficit and the Comprehensive Income and Expenditure surplus or deficit	5,497	36,982	(3,782)	38,697

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Note b) Adjustments for pensions:	Net change for the Pensions Adjustments (Note b) £'000	Total Adjustments £'000
Current service cost of funded local government pensions	27,564	27,564
Past service pension costs	83	83
Interest on net pension liability	20,341	20,341
Total transferred to Pension Reserve	47,988	47,988
Employer's contributions payable to the pension fund transferred from the Pension Reserve	(11,006)	(11,006)
Note b) Total	36,982	36,982

Note a) Adjustments for capital purposes:	Adjustments for Capital Purposes (Note a) £'000	Total Adjustments £'000
Charges to services for depreciation and impairment	6,265	6,265
Current value of assets disposed	21	21
Statutory minimum revenue provision for capital financing	(434)	(434)
Revenue contributions to capital	(550)	(550)
Capital grants and contributions applied (note i)	0	0
Movement in the market value of investment properties	195	195
Total transferred to capital adjustment account (including note i)	5,497	5,497
Transfer asset sale proceeds to capital receipts reserve	0	0
Note a) Total	5,497	5,497

Note c) Other adjustments:	Other Adjustments (Note c) £'000	Total Adjustments £'000
Movement in fair value of financial instruments transferred to the Financial instrument adjustment account	(731)	(731)
Difference between accrued income from council tax and business rates and that required by statute to be paid over by Billing Authorities, transferred to the Collection Fund Adjustment Account	(3,051)	(3,051)
Note c) Total	(3,782)	(3,782)

OPENING BALANCE SHEET

The Combination Order which established the Hampshire and Isle of Wight Fire and Rescue Authority set out that all of the property, rights and liabilities held or incurred by Hampshire Fire and Rescue Authority and by the Isle of Wight Council for the provision of Fire and Rescue Services, would transfer to the new Authority on 1 April 2021.

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The opening balance sheet of the new Authority therefore comprises the closing balance sheet of Hampshire Fire and Rescue Authority as at 31 March 2021, together with a balance sheet for Fire and Rescue Services on the Isle of Wight which has been separated from the Isle of Wight Council.

In order to arrive at an opening balance sheet for the new Authority adjustments are made to ensure that valuation methods have been aligned on a common basis. The adjustments have been made following standard accounting practices and with independent advice from our actuary, Aon Hewitt Ltd.

The opening balance sheet of the new Authority has subsequently been used in the preparation of the Core Financial Statements, and in all other Accounts and Notes where relevant.

	Hampshire Fire & Rescue 31 March 2021	Isle of Wight Council - Fire & Rescue Services 31 March 2021	Total	Adjustments to align valuations on a common basis	Hampshire and Isle of Wight Fire & Rescue 01 April 2021
	£'000	£'000	£'000	£'000	£'000
Property, plant and equipment	155,642	12,875	168,517	-	168,517
Investment property	895	-	895	-	895
Long term investments	7,967	-	7,967	-	7,967
Long term debtors	1,293	-	1,293	-	1,293
Long term assets	165,797	12,875	178,672	-	178,672
Inventories	1,030	-	1,030	-	1,030
Short term debtors	9,930	-	9,930	-	9,930
Short term investments	14,023	-	14,023	-	14,023
Cash and cash equivalents	4,339	983	5,322	-	5,322
Current assets	29,322	983	30,305	-	30,305
Short term creditors	(7,807)	-	(7,807)	-	(7,807)
Short term borrowing	(509)	-	(509)	-	(509)
Current liabilities	(8,316)	0	(8,316)	0	(8,316)
Net current assets	21,006	983	21,989	0	21,989
Net liabilities relating to defined benefit pension schemes	(890,602)	(93,700)	(984,302)	3,613	(980,689)
Provisions:	(1,272)	-	(1,272)	-	(1,272)
Long term borrowing	(6,650)	-	(6,650)	-	(6,650)
Long Term Liabilities	(898,524)	(93,700)	(992,224)	3,613	(988,611)
Net Liabilities	(711,721)	(79,842)	(791,563)	3,613	(787,950)
Financed by:					
Usable reserves					
General Fund	(2,500)	(523)	(3,023)	-	(3,023)
Earmarked reserves	(31,543)	(319)	(31,862)	-	(31,862)
Revenue grants unapplied reserve	(1,758)	(141)	(1,899)	-	(1,899)
Total usable reserves	(35,801)	(983)	(36,784)	0	(36,784)
Unusable reserves					
Revaluation reserve	(74,696)	(5,985)	(80,681)	-	(80,681)
Pooled fund adjustment account	34	-	34	-	34
Capital adjustment account	(71,469)	(6,891)	(78,360)	-	(78,360)
Collection fund adjustment account	3,051	-	3,051	-	3,051
Pension reserve	890,602	93,700	984,302	(3,613)	980,689
Total Unusable reserves	747,522	80,824	828,346	(3,613)	824,733
Total reserves	711,721	79,841	791,562	(3,613)	787,949

UNUSABLE RESERVES / REVALUATION RESERVE

Unusable reserves

The table to the right is a summary of the unusable reserves; details of each are set out in the following paragraphs.

	1 April 2021 £'000	Movement £'000	31 March 2022 £'000	Note
Revaluation Reserve	(80,681)	(18,058)	(98,739)	1
Capital Adjustment Account	(78,360)	3,645	(74,715)	2
Pensions Reserve	980,689	(52,952)	927,737	3
Collection Fund Adjustment Account	3,051	(3,051)	0	4
Pooled Fund Adjustment Account	34	(731)	(697)	4
Total unusable reserves	824,733	(71,147)	753,586	

Notes Links
[1 Revaluation reserve](#)
[2 Capital adjustment account](#)
[3 Pensions reserve](#)
[4 Collection fund adjustment account](#)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Authority, arising from increases in the value of its Property, Plant and Equipment.

The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised.

	2021/22 £'000
Balance at 1 April	(80,681)
Upward revaluation of assets	(22,836)
Downward revaluation of assets and impairment losses not charged to the (surplus) / deficit on the cost of services	2,926
Surplus or deficit on revaluation of non-current assets not posted to the (surplus) / deficit on the cost of services	(100,591)
Difference between fair value depreciation and historic cost depreciation	1,852
Write down of revaluation reserve on assets sold	0
Accumulated gains on assets sold or scrapped	0
Sub total written off to the capital adjustment account	1,852
Balance at 31 March	(98,739)

CAPITAL ADJUSTMENT ACCOUNT

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis).

The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority.

	2021/22 £'000	2021/22 £'000
Balance at 1 April		(78,360)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	6,265	
Revaluation (gain)/loss on investment property	195	
Amounts of non-current assets written off on disposal or sale as part of the (gain)/loss on disposal to the Comprehensive Income and Expenditure Statement	21	
		6,481
Adjusting amounts written out of the revaluation reserve		(1,852)
Net written out amount of the cost of non-current assets consumed in the year		4,629
Capital financing applied in the year:		
Use of the Capital receipts Reserve to finance new capital expenditure	0	
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	0	
Statutory provision for the financing of capital investment charged against the general fund	(434)	
Capital expenditure charged against the general fund	(550)	
		(984)
Movement in the donated assets account credited to the Comprehensive Income and Expenditure Statement		0
Balance at 31 March		(74,715)

PENSIONS RESERVE

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions.

The Authority accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changes in actuarial assumptions and investment returns on any resources set aside to meet the costs.

However, statutory arrangements require benefits earned to be financed as the Authority makes employer's contributions to pension funds, or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a shortfall in the resources the Authority has set aside to meet the benefits earned by past and current employees. Statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

	2021/22 £'000
Balance 1 April	980,689
Actuarial (gains) or losses on pensions assets and liabilities	(73,900)
Government contribution for Firefighter Schemes	(13,036)
Return on plan assets	(2,998)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit in the Comprehensive I&E Statement	47,988
Employer's pension contributions and direct payments to pensioners in the year	(11,006)
Balance 31 March	927,737



COLLECTION FUND AND POOLED FUND ADJUSTMENT ACCOUNTS

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of Council tax and business rates income in the Comprehensive Income and Expenditure Statement as it falls due from Council tax and business rate payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

Pooled Fund Adjustment Account

The Authority uses this account to manage changes in fair value of pooled investment funds. Fair value changes debited or credited to the provision of services are reversed out of the General Fund balance to the Financial Instruments Adjustment Account in the Movement in Reserves Statement.



USABLE RESERVES

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies.

When expenditure to be financed from a reserve is incurred, it is charged to the appropriate heading within the Comprehensive Income and Expenditure Statement in that year and is included in the Surplus or Deficit on the Comprehensive Income and Expenditure Statement.

The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against Council Tax for the expenditure.

	Balance 1 April 2021 £'000	Movement in 2021/22 £'000	Balance 31 March 2022 £'000	note
Revenue Reserves				
A. General Fund Balance	(3,023)	523	(2,500)	
B. Earmarked Revenue Reserves Fully Committed to Existing Spend Programmes				
Designated Underspending Reserve	(551)	(65)	(616)	a
General Capital Reserve	(26,100)	(4,498)	(30,598)	b
Revenue Grants Unapplied	(1,899)	599	(1,300)	c
IT Services Reserve	(575)	(445)	(1,020)	d
Equipment Replacement Reserve	(798)	(624)	(1,422)	e
HQ Maintenance Reserve	(621)	(194)	(815)	f
Prince's Trust Reserve	(124)	50	(74)	g
Grant Equalisation Reserve	(625)	153	(472)	
	(31,293)	(5,024)	(36,317)	
Corporate Reserves				
Transformation Reserve	(2,468)	(134)	(2,602)	h
	(2,468)	(134)	(2,602)	
Total Earmarked Revenue Reserves Available	(33,761)	(5,158)	(38,919)	
Total Revenue Reserves and Balances	(36,784)	(4,635)	(41,419)	
Capital Reserves				
Capital Grants Unapplied	0	0	0	i
Capital Receipts Reserve	0	0	0	j
Total Capital Reserves and Balances	0	0	0	
Total Usable Reserves	(36,784)	(4,635)	(41,419)	

- The Designated Underspending Reserve enables departments to carry forward specific underspends into the next financial year.
- The General Capital Reserve is used to match the timing of available resources with capital payments. The Authority makes annual contributions to this reserve from the revenue budget. The Government does not provide capital funding to the Authority.
- The Revenue Grants Unapplied Reserve contains the value of grants unspent during the year that have no repayment conditions attached, for them to be applied in future years when the expenditure is incurred.
- The IT Services Reserve holds funds set aside for IT refresh programmes.
- The Equipment Replacement Reserve holds funds available to offset the impact of large-scale equipment replacement.
- The HQ Maintenance Reserve is used to fund large repairs and maintenance projects at the headquarters building.
- The Prince's Trust Reserve holds any surplus from Prince's Trust activities and is ring-fenced for future Prince's Trust activities.
- The Transformation Reserve is used to fund all transformational projects that will support the re-design of the service in order to achieve the financial savings required to set a balanced budget.
- The Capital Grants Unapplied Reserve is the equivalent of the Revenue Grants Unapplied Reserve for capital grants.
- The Capital Receipts Reserve holds the proceeds from the sale of capital assets (buildings and vehicles) and is available to finance future capital expenditure.

NATURE OF EXPENSES

The Net Cost of Services in the Comprehensive Income and Expenditure Statement includes the following items of income and expenditure:

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	2021/22 Expenditure in the CIES £'000
Employee Benefit Expenses	76,762
Other Service Expenses	20,109
Depreciation and Impairment	6,265
Total Expenditure	103,136
Grants, contributions and reimbursements	(2,746)
Fees, charges and other service income	(1,678)
Total Income	(4,424)
Net Cost of Services	98,712

Employee Benefit Expenses

Includes pay, employer national insurance contributions, employer pension contributions and other employee benefits. This also includes accounting adjustments relating to pensions so that the expenditure in the CIES reflects the current service cost of the benefit granted in the period, rather than the payments made.

Other Service Expenses

Includes costs relating to premises, transport, supplies and services. An accounting adjustment is made so that the charge to the CIES also includes revenue expenditure charged to capital under statute (REFCUS).

Depreciation and Impairment charges

Are made to the CIES to reflect the use of fixed assets during the period. These are not chargeable to the general fund.

Government grants and third-party contributions are recognised as income at the date that the Authority satisfies the conditions of entitlement to the grant or contribution.

Grants and contributions which have outstanding conditions are carried in the Balance Sheet as creditors, specifically as receipts in advance. When grant conditions are satisfied, the Authority has reasonable assurance that the monies will be received, and that the expenditure for which the grant has been given has been or will be incurred, the income is credited to the Comprehensive Income and Expenditure Statement as follows:

- To the relevant service for revenue grants and contributions and capital grants used to fund revenue expenditure funded by capital under statute
- To the Taxation and Non-Specific Grant Income section for non-ring-fenced revenue grants and contributions and all other capital grants and contributions.

Capital grants credited to the Comprehensive Income and Expenditure Statement are reversed out of the General Fund in the Movement in Reserves Statement. Capital grants applied in the year are posted to the Capital Adjustment Account. Where the grant has yet to be used to finance capital expenditure, it is transferred to the Capital Grants Unapplied Reserve. Amounts in the Capital Grants Unapplied Reserve that are subsequently applied in future years will be transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

Where revenue grants have been credited to the Comprehensive Income and Expenditure Statement but are yet to be used, they are transferred to the Revenue Grants Unapplied Reserve via the Movement in Reserves Statement. Once used in subsequent years, they are transferred to the General Fund to fund the revenue expenditure.

	2021/22 £'000
Credited to taxation non specific grant income:	
General Government grants (RSG, locally retained business rates & top up grant)	(21,726)
S31 Grant funding	(1,389)
New Dimension grant	(976)
Covid-19 grant	(26)
Protection Uplift grant	(364)
Firelink grant	(324)
Total	(24,805)
Credited to services:	
Marauding Terrorist Firearm Attacks (MTFA)	(84)
NHS Covid Support	(15)
Vaccination booster funding	(133)
Tax income compensation scheme	(103)
Pensions Administration grant	(130)
Grants transferred from the Isle of Wight	(141)
Community Outreach and Support	(47)
Audit fees grant	(14)
Total	(667)

FINANCING AND INVESTMENT INCOME AND EXPENDITURE / EXTERNAL AUDIT COSTS

Financing and Investment Income and Expenditure

The financing and investment income and expenditure in the Comprehensive Income and Expenditure Statement is made up of the elements detailed in the table.

	2021/22 £'000
Interest payable	329
Interest and dividends from short-term investments	(420)
Pooled Investment Funds & Investment property (gains) & losses	(536)
Pensions interest cost	21,575
Pensions interest on assets	(1,233)
Expected credit losses	0
Total	19,715

	2021/22 £'000
External audit services	28
Other services	0
Total	28

External audit costs

Fees charged by the Authority's external auditor are analysed in the table.

OFFICERS' REMUNERATION

Employee benefits

Benefits Payable During Employment

Short-term employee benefits, such as salaries, paid annual leave, paid sick leave and non-monetary benefits for current employees, are recognised as an expense in the year in which employees render service to the Authority.

Exit Packages

Exit packages are amounts payable as a result of a decision by the Authority to terminate an employee's employment before the normal retirement date, or an employee's decision to accept voluntary redundancy. These costs are charged on an accruals basis to the Comprehensive Income and Expenditure Statement (as part of the cost of services) when a termination notice has been issued to an employee. A provision for the cost of exit packages is included in the Comprehensive Income and Expenditure Statement (as part of the cost of services) where there is an agreed business case setting out the estimated termination costs resulting from a proposed restructuring.

Where termination benefits involve the enhancement of pensions by way of added years, legislation requires the General Fund Balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional charges for termination benefits and replace them with a charge for the actual amounts payable to the former employee and the pension fund.

Senior Officer Remuneration

The remuneration paid to the Authority's senior employees is as follows:

2021/22	Salary	Benefits in kind (e.g. car allowance)	Compensation for loss of office	Employers pension contributions	Total remuneration
	£	£		£	£
Chief Fire Officer - Neil Odin	174,531	0	0	48,338	222,869
Deputy Chief Fire Officer and Director of Policy and Planning(01/04/2021 - 28/06/2021)	33,196	0	0	12,382	45,578
Deputy Chief Fire Officer and Director of Policy, Planning and Assurance (01/06/2021 - 31/03/2022)	111,946	0	0	18,859	130,805
Assistant Chief Fire Officer and Director of Performance and Assurance (01/04/2021 - 31/05/2021)	20,901	0	0	3,459	24,360
Assistant Chief Fire Officer and Director of Operations	130,868	0	0	36,250	167,118
Director of Corporate Services	100,703	0	0	16,918	117,621

The roles of Director of Finance (Chief Financial Officer role and Section 151 Officer), Monitoring Officer and Director of People and Organisational Development during 2021/22 were filled by senior officers at Hampshire County Council as part of a joint working agreement for a range of corporate services. These officers are included in disclosures by Hampshire County Council.

OFFICERS' REMUNERATION

Officers' Remuneration

The number of employees whose remuneration during the year was £50,000 or more, in bands of £5,000, is shown below, excluding those that are senior employees (see previous page). Remuneration includes all amounts paid to an employee, including the taxable value of expenses.

Including termination payments	Number of Employees
	2021/22
£50,000 - £54,999	32
£55,000 - £59,999	47
£60,000 - £64,999	20
£65,000 - £69,999	15
£70,000 - £74,999	4
£75,000 - £79,999	1
£80,000 - £84,999	1
£85,000 - £85,999	1
£90,000 - £94,999	2
Total	123

EXIT PACKAGES

Exit Packages

The number of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the table below:

2021/22	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band	Total cost of exit packages in each band
Exit package cost band				
£0 to £40,000	0	4	4	£24,557
	0	4	4	£24,557

MEMBERS' ALLOWANCES

Members' allowances

The Authority paid the following amounts to members of the Authority during the year:

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	2021/22
	£'000
Allowances	86
Expenses	0
	86



Related parties

The Authority is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Authority or to be controlled or influenced by the Authority. Disclosure of these transactions allows readers to assess the extent to which the Authority might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Authority.

Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates and provides a proportion of its funding in the form of grants.

Members

Members of the Authority have direct control over the Authority's financial and operating policies. The total of Members' allowances is shown in the Member's Allowances note. During 2021/22 there were no potential conflicts of interest involving Members of the Authority.

Officers

The Chief Financial Officer (CFO) to the Fire Authority and Director of People and Organisational Development are employed by Hampshire County Council and are senior managers in the HCC finance team. The Monitoring Officer is employed by Hampshire County Council and is a senior manager in the HCC legal team. The Fire Authority's governance arrangements together with the independence and professional status of these roles, ensure that these relationships are not compromised.

3SFire Community Interest Company (CIC)

The Fire Authority has sole control over a trading entity, 3SFire Community Interest Company (CIC), which is limited by shares and was originally formed on 20 February 2013. The company converted to its current CIC status in April 2021 and its purpose is to "improve safety and wellbeing in the community" by reinvesting surplus income in a variety of projects that complement the community objectives of the Authority and Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS). The company has four directors who act independently to ensure there are no conflicts of interest. The Managing Director and Operations Director are employed directly by 3SFire CIC and the two non-executive directors of 3SFire CIC are employees of HIWFRS.

The company has a supplier agreement with HIWFRS for which 3SFire CIC pays the appropriate charges for the services received. The most significant supply arrangement is the provision of specialist fire and rescue related training resources. Other suppliers are used by the company whenever the capacity or expertise is unavailable or inappropriate to be sourced through HIWFRS for whatever reason. Customers of 3SFire CIC include a range of private sector companies, other fire and rescue services and local authorities.

During the financial year 2021/22, 3SFire CIC paid £54k to HIWFRS for the services they provided, including lease of office space. This is in the context of Turnover of £239,905.

CAPITAL FINANCING

Capital Financing

The Authority's borrowing for capital purposes is determined by the Authority each year in accordance with the CIPFA Prudential Code for Capital Finance in Local Authorities (2021). The total borrowing is expressed as the Capital Financing Requirement and is derived from the opening Balance Sheet.

Capital Financing Requirement

The total amount of capital expenditure incurred in the year is shown in the table, together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note.

Revenue Expenditure Funded from Capital Under Statute

Legislation allows some expenditure to be funded from capital resources. Such expenditure is not carried on the Balance Sheet and is charged to the Income and Expenditure Statement in the year it is incurred. An adjustment is then made in the Movement in Reserves Statement to ensure that this does not impact on the year's Council tax.

Minimum Revenue Provision

Minimum Revenue Provision (MRP) is the minimum amount the Authority must charge to its revenue account to provide for the repayment of debt.

The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 requires the Authority to determine for the current financial year an amount of (MRP) which it considers to be prudent. In calculating MRP the Authority is required by the Local Government Act (2003) to have regard to guidance issued by the Secretary of State. The relevant guidance for 2021/22 was issued by the MHCLG in 2018. Under this guidance, the Authority's agreed policy is to charge MRP on supported borrowing equal to 4% of the capital financing requirement at the start of the financial year. For unsupported borrowing incurred after 1 April 2008, minimum revenue provision is made over the expected useful life of the relevant asset in equal instalments.

	2021/22 £'000
Opening capital financing requirement	10,371
<i>Capital investment:</i>	
Property, plant and equipment	1,659
<i>Sources of finance:</i>	
Capital receipts	0
Government grants and contributions	0
Sums set aside from revenue:	
Direct revenue contributions (budgeted)	(550)
Minimum revenue provision	(434)
Closing capital financing requirement	11,046
Explanation of movements in year:	
Increase in borrowing	1,109
Minimum revenue provision	(434)
Increase/(decrease) in capital financing requirement	675

LEASES

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. The Authority does not have any material finance leases.

The Authority as a lessee

The Authority leases some premises and operational vehicles. In these cases, an asset is not recognised in the balance sheet. Rental costs payable are charged to the Comprehensive Income and Expenditure Statement as an expense on a straight-line basis.

	2021/22 £'000
In year payments	25
Future minimum payments:	
Not later than one year	42
Later than one year and not later than five years	156
Later than five years	536
Total future payments	734

The Authority as a lessor

Where the Authority grants an operating lease on an asset it is retained in the Balance Sheet. Rental income receivable is credited to the Comprehensive Income and Expenditure Statement.

The Authority grants operating leases to third parties for example for parking and or storage by other emergency services.

	2021/22 £'000
In year receipts	326
Future minimum receipts:	
Not later than one year	325
Later than one year and not later than five years	616
Later than five years	594
Total future receipts	1,535

Property, plant and equipment

Assets that have physical substance and are held for use in the provision of services or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment (PPE).

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment assets is capitalised on an accruals basis. Expenditure that maintains, but does not extend, the previously assessed standards of performance of the asset (e.g. repairs and maintenance) is charged to the relevant service area within the Comprehensive Income and Expenditure Statement as it is incurred.

Measurement

PPE assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use. Assets are then carried in the Balance Sheet using the following measurement bases:

- Operational Land and Buildings - current value, determined as the amount that would be paid for the asset in its existing use. Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value. Assets valued at under £10,000 are not recognised as they do not add to the future economic benefits or service potential of the Authority.
- Surplus Land and Buildings – at fair value in highest and best use, the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date

- Vehicles, Plant and Equipment are measured at depreciated historical cost (as this is not materially different from the fair value).
- Assets under construction are measured at historic cost

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. The freehold and leasehold properties of the Authority's property portfolio have been valued under a rolling programme by qualified property services staff from Hampshire County Council. Valuations were carried out in accordance with the methodologies and bases of estimation set out in the professional standards of the Royal Institute of Chartered Surveyors. For assets not included in the current year's valuation programme, the change in value is estimated using Building Cost Information Services (BCIS) indices.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a revaluation loss previously charged to a service. Where decreases in value are identified, they are accounted for :

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Decreases in value (due to either physical impairment or market prices) are either charged to the Asset Revaluation Reserve (to the extent that it has any balance relating to the specific asset) or to the relevant service area within the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

However, revaluation losses and subsequent reversals are not permitted by statutory arrangements to have an impact on the General Fund Balance and therefore any gains or losses are reversed out of the General Fund Balance (in the Movement in Reserves Statement) and are transferred to the Capital Adjustment Account.

Depreciation

Depreciation is provided for on all PPE assets with a determinable and finite life by allocating the value of the asset in the Balance Sheet over their useful lives. An exception is made for assets without finite lives (e.g. land) assets that are not yet available for use (e.g. assets under construction) and assets held for sale.

The accounting standard IAS16 requires each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item to be depreciated separately. However, where parts of the item are individually not significant and there are varying expectations for these parts, approximation techniques may be necessary to depreciate them in a manner that faithfully represents the consumption pattern and/or useful life of its parts. For building assets, the Authority uses a weighted average of all components rather than depreciating components separately. The difference in the depreciation calculated is not material.

Depreciation commences in the year after the year of acquisition and a full year's depreciation is charged in the year of disposal, except for vehicles disposed of in the first six months of a financial year when no depreciation is charged in the final period. Depreciation is calculated on the following bases:

- Dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer. The useful life of a building is the weighted average of all its components. Replaced components are derecognised by disposing of their gross book value and accumulated depreciation if material
- Furniture and equipment - 10 years
- Vehicles - between five and 10 years.

Depreciation is charged to the relevant revenue service area within the Comprehensive Income and Expenditure Statement. However, depreciation charges are not permitted by statutory arrangements to have an impact on the General Fund Balance and therefore any gains or losses are reversed out of the General Fund Balance (in the Movement in Reserves Statement) and are transferred to the Capital Adjustment Account.

Where assets have been re-valued, the revaluation gains held in the Asset Revaluation Reserve are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been charged, based on their historic cost, being transferred each year from the Asset Revaluation Reserve to the Capital Adjustment Account.

Disposals and assets held for sale

When a material PPE asset is to be disposed of and meets all of the criteria of an asset held for sale, it is reclassified as Assets Held for Sale. If the carrying amount at the time of reclassification is higher than the fair value less the costs of selling the asset, then the asset held for sale will be impaired. This impairment is charged to other costs. Assets that are being abandoned or scrapped are written out without being reclassified.

When the asset is disposed of, or decommissioned, the carrying value of the asset is written out to the Other Operating Income and Expenditure line within the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. The written-off value of disposals is not a charge against Council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement. Any revaluation gains accumulated for the asset in the Asset Revaluation Reserve are written out to the Capital Adjustment Account by way of a transfer between the accounts.

Amounts received in excess of £10,000 are categorised as capital receipts and are credited to the other operating expenditure line within the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. They are then appropriated to the Capital Receipts Reserve from the General Fund Balance within the Movement in Reserves Statement and then can only be used for new capital investment or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement).

Heritage Assets

A heritage asset is one with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture. They are intended to be preserved for future generations.

The collection is not recognised in the financial statements as no information is available on the value of these assets. Obtaining specialist valuations for these assets would be disproportionate in comparison to the benefits to the users of the financial statements.

Capital Commitments

At 31 March 2022 there were contractual capital commitments of £11.8m.

PROPERTY, PLANT AND EQUIPMENT MOVEMENTS

2021/22	Other land and buildings £'000	Vehicles and equipment £'000	Surplus assets £'000	Assets under construction £'000	Total £'000
Cost or Valuation:					
At 1 April 2021	164,490	40,493	0	1,815	206,798
Additions in year	13	254	0	1,392	1,659
Donations	0	0	0	0	0
Revaluation increases/(decreases) recognised in the Revaluation Reserve	14,869	0	0	0	14,869
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(271)	0	0	0	(271)
Derecognition - Disposals	(296)	(322)	0	0	(618)
Derecognition - Other	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0
Other movements in cost or valuation	0	1,742	0	(1,742)	0
Gross book value as at 31 March 2022	178,805	42,167	0	1,465	222,437
Accumulated depreciation:					
At 1 April 2021	(10,228)	(28,053)	0	0	(38,281)
Depreciation Charge	(3,353)	(2,620)	0	0	(5,973)
Depreciation written out on revaluation	5,301	0	0	0	5,301
Depreciation written out on the Surplus/Deficit on the Provision of Services	0	0	0	0	0
Impairment (losses)/reversals recognised in the Revaluation Reserve	(260)	0	0	0	(260)
Impairment (losses)/reversals recognised in the Surplus/Deficit on the Provision of Services	(21)	0	0	0	(21)
Derecognition - Disposals	296	301	0	0	597
Derecognition - Other	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0
Other movements in cost or valuation	0	0	0	0	0
Accumulated depreciation as at 31 March 2022	(8,265)	(30,372)	0	0	(38,637)
Net book value 31 March 2022	170,540	11,795	0	1,465	183,800
Net book value 1 April 2021	154,262	12,440	0	1,815	168,517

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to taxes and government grants do not give rise to financial instruments. Financial instruments are recognised in the Balance Sheet when the authority becomes a party to the contractual provisions of the instrument.

Financial assets

Financial assets are classified into one of three categories dependent on both:

- the reason the authority is holding the asset (e.g. to collect the contractual cash flows until maturity and / or to sell before maturity); and
- the nature of the asset's contractual cash flows (e.g. just principal and interest or something more complicated).

Reason for holding the asset	Nature of the contractual cash flows	Classification category
Holding assets in order to collect contractual cashflows	Solely payments of principal and interest	Amortised Cost
Holding assets in order to collect contractual cashflows as well as selling the assets	Solely payments of principal and interest	Fair value through other comprehensive income
Holding assets that do not fall into either of the above categories	Not solely payments of principal and interest	Fair value through profit and loss

All financial assets are initially measured at fair value and recognised on the balance sheet. How the financial assets are subsequently measured, and how unrealised gains or losses are shown in the accounts is dependent on what category the asset has been classified as.

Classification category	Subsequent measurement basis	Presentation of unrealised gains & losses
Amortised Cost	Amortised Cost	A disclosure note
Fair Value through Other Comprehensive Income (FVOCI)	Fair Value	The 'Other comprehensive income' section of the Comprehensive Income & Expenditure Statement (CIES)
Fair Value through Profit & Loss (FVPL)	Fair Value	The 'Financing and investment income & expenditure' section of the CIES.

A financial asset is derecognised from the Balance Sheet when the contractual rights to the cash flows expire, or the financial asset is transferred.

Interest or dividends are credited to the Financing and Investment Income and Expenditure line in the CIES. Dividends are credited when they become receivable by the authority. Interest income is credited based on the amortised cost of the asset multiplied by its effective interest rate.

Financial liabilities

All financial liabilities are classified as subsequently measured at amortised cost. This means they are initially measured at fair value before subsequently being measured at amortised cost. The amount presented in the Balance Sheet is therefore the outstanding principal repayable (plus accrued interest).

Annual charges to the Financing and Investment Income and Expenditure line in the CIES for interest payable are based on the carrying amount of the liability, multiplied by the effective interest rate for the instrument. The amount payable each year therefore matches to the loan agreement.

Impairment of Financial Instruments – Expected Credit Loss (ECL) model

At each reporting date, using reasonable and supportable forward looking information that is available without undue cost or effort, an authority shall assess whether the risk of default occurring over the life of the financial instrument has increased significantly since it was initially recognised.

The basis of this assessment determines the amount of the ECL that is then charged to the 'Financing and investment income & expenditure' section of the CIES:

Risk of default	ECL
Risk of default has increased significantly	ECL equal to the anticipated loss over the lifetime of the financial instrument
Risk of default has not increased significantly	ECL equal to the anticipated loss over the next 12 month period

A simplified approach for calculating the ECL can be used for trade receivables, contract assets and lease receivables that do not contain a significant financing component.

The fair value of long-term loans and receivables and borrowings are included in disclosure note 18.

Financial Instruments – liabilities

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories:

Financial Liabilities	Long Term	Short Term
	31/03/2022	31/03/2022
	£'000	£'000
Loans at amortised cost:		
-Principal sum borrowed	(5,900)	(750)
-Accrued interest		(56)
Total borrowing	(5,900)	(806)
Liabilities at amortised cost:		
-Finance leases		0
-Trade creditors		(3,496)
Total other liabilities	0	(3,496)
Total	(5,900)	(4,302)

Creditors

The balance of short-term creditors on the Balance Sheet includes non-exchange creditors that do not meet the definition of a financial instrument. Total creditors can be analysed into financial instruments and non-financial instruments as follows:

	2021/22
	£'000
Financial instrument creditors	(3,496)
Non-financial instrument creditors	(1,184)
Total creditors	(4,680)

Receipts in advance are also included within creditors. The balance is in the main relating to next year's expenditure and as such the amortised cost in the balance sheet is a reasonable assessment of fair value.

Long-term borrowing

Hampshire & Isle of Wight Fire & Rescue Authority's long-term borrowing consists of loans from the Public Works Loan Board which are measured at amortised cost.

Short-term borrowing

This balance represents amounts payable to the PWLB within the next 12 months.

Financial Instruments - Assets

The financial assets disclosed in the balance sheet are analysed across the following categories:

Financial Assets	Long Term	Short Term
	31/03/2022	31/03/2022
	£'000	£'000
Investments:		
At amortised cost		
- Principal	1,002	13,037
- Accrued interest	0	0
- Loss Allowance	(1)	(1)
At Fair Value through Other Comprehensive Income (FVOCI)		
- Principal at amortised cost	0	0
- Accrued interest	0	0
- Loss allowance	0	0
- Fair value adjustment	0	0
- Equity investments	0	0
At Fair Value through profit & loss		
- Fair value (FVPL)	7,697	0
Total investments	8,698	13,036
Cash & cash equivalents:		
- Cash (including bank accounts)		(680)
- At amortised cost		1,320
- At FVOCI		
- At Fair Value through Profit & Loss		9,760
Total cash and cash equivalents	0	10,400
Loans and receivables:		
- trade debtors	14	3,230
- loans made for service purposes	6	0
Total financial assets	8,718	26,666

Long-term investments

Surplus cash balances are lent to borrowers in accordance with the Authority's Treasury Management Strategy. Long-term investments are not due to be repaid until at least 12 months after the balance sheet date.

Short-term investments

Surplus cash balances are lent to borrowers in accordance with the Authority's Treasury Management Strategy. Short-term investments are due to be repaid within 12 months and so their amortised cost in the balance sheet date is a reasonable assessment of their fair value.

Cash and cash equivalents

Balances classified as 'cash equivalents' fit the definition of being short-term, highly liquid investments that are readily convertible to known amounts of cash and for which there is an insignificant risk of changes in value. These are carried at amortised cost. The balance of cash and cash equivalents is made up of the following elements at the balance sheet date:

	2021/22
	£'000
Cash in hand	8
Cash equivalents measured at amortised cost	1,320
Cash equivalents measured at fair value through profit & loss	9,760
Uncleared BACS payments	(688)
Total	10,400

Short-term Debtors

The short-term debtors balance on the balance sheet includes non-exchange debtors that do not meet the definition of a financial instrument. The table analyses total debtors into financial instruments and non-financial instruments.

Receipts are due within one year and as such the fair value is considered to be equal to the carrying amount.

Prepayments relating to advanced payment of employer pension contributions to the Local Government Pension Scheme (LGPS) are included within the non-financial instrument debtors.

	2021/22 £'000
Financial instrument debtors	3,230
Non-financial instrument debtors	6,127
Total short-term debtors	9,357

Long-term debtors

Long-term debtors are analysed between financial instruments and non-financial instruments in the table below:

	2021/22 £'000
Financial instrument debtors	6
Non-financial instrument pre-payments	14
Total long-term debtors	20

Fair Value Measurement

The Fire & Rescue Authority measures some of its assets and liabilities at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability.

The Fire & Rescue Authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their best economic interest.

When measuring the fair value of a non-financial asset, the Fire & Rescue Authority takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use

All financial instruments excluding those classified at amortised cost are carried in the Balance Sheet at fair value. For money market funds and pooled funds, the fair value is taken from the market price.

Financial instruments classified at amortised cost are carried in the Balance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at the end of the financial year, using the following methods and assumptions:

- Loans taken out by the Fire & Rescue Authority have been valued by discounting the contractual cash flows over the whole life of the instrument at the appropriate market rate for local authority loans.
- No early repayment or impairment is recognised for any financial instrument.
- The fair value of short-term instruments, including trade payables and receivables, is assumed to approximate to the carrying amount given the low and stable interest rate environment.

Fair values for the Authority's financial instruments are shown in the table, split by their level in the fair value hierarchy:

Level 1 - fair value is only derived from quoted prices in active markets for identical assets or liabilities e.g. bond prices

Level 2 - fair value is calculated from inputs other than quoted prices that are observable for the asset or liability, e.g. interest rates or yields for similar instruments

Level 3 - fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated creditworthiness

The fair value of long-term liabilities held at amortised cost is higher than the balance sheet carrying amount because the Authority's portfolio of loans includes a number of loans, where the interest rate payable is higher than the current rates available for similar loans as at the Balance Sheet date.

note (i) - the fair value of short term liabilities and assets including trade payables and receivables is assumed to approximate to the carrying amount.

	Fair Value level	Balance Sheet 31/03/2022 £'000	Fair Value 31/03/2022 £'000
Financial Liabilities			
Long term loans from PWLB	2	(6,650)	(7,700)
Accrued interest		(56)	
Total loans borrowed		(6,706)	(7,700)
Liabilities for which fair value is not disclosed (i)		(3,496)	
Total financial liabilities		(10,202)	(7,700)
Recorded on balance sheet as:			
Short term creditors		(3,496)	1
Short term borrowing		(806)	1
Long term creditors		0	
Long term borrowing		(5,900)	1
Total financial liabilities		(10,202)	
Financial Assets			
Held at fair value:			
Money market funds	1	9,760	9,760
Bond, equity & multi asset funds	1	3,950	3,950
Property funds	2	3,747	3,747
Certificates of deposit		0	0
Corporate & government bonds		0	0
Held at amortised cost:			
Corporate & government bonds	1	1,002	1,004
Long-term loans to local authorities and housing associations	2	0	0
Total		18,459	18,461
Assets for which fair value is not disclosed (i)		16,911	
Total financial assets		35,370	
Recorded on balance sheet as:			
Long term investments		8,698	2
Long term debtors		6	2
Short term investments		13,036	2
Cash and cash equivalents		10,400	2
Short term debtors		3,230	2
Short term service loans		0	
Total financial assets		35,370	

Notes Links
[1 Financial instruments](#)
[2 Financial instruments](#)

Hampshire Fire & Isle of Wight & Rescue Authority complies with CIPFA's Code of Practice on Treasury Management and Prudential Code for Capital Finance in Local Authorities, both revised in 2021.

In line with the Treasury Management Code, HIWFRA approves a Treasury Management Strategy before the commencement of each financial year.

The Strategy sets out the parameters for the management of risks associated with financial instruments. HIWFRA also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risks.

The Treasury Management Strategy includes an Investment Strategy in compliance with Government Guidance on Local Government Investments. This Guidance emphasises that priority is to be given to security and liquidity, rather than yield. HIWFRA's Treasury Management Strategy and its Treasury Management Practices seek to achieve a suitable balance between risk and return or cost.

The main risks covered are:

- **Credit risk:** The possibility that the counterparty to a financial asset will fail to meet its contractual obligations, causing a loss to HIWFRA
- **Liquidity risk:** The possibility that HIWFRA might not have the cash available to make contracted payments on time
- **Market risks:** The possibility that an unplanned financial loss will materialise because of changes in market variables such as interest rates or equity prices.

CREDIT RISK

Credit Risk

HIWFRA manages credit risk by ensuring that investments are only placed with organisations of high credit quality as set out in the Treasury Management Strategy. These include commercial entities with a minimum long-term credit rating of A-, the UK government, other local authorities, and organisations without credit ratings upon which HIWFRA has received independent investment advice. Recognising that credit ratings are imperfect predictors of default, HIWFRA has regard to other measures including credit default swaps and equity prices when selecting commercial entities for investment.

A limit of £6m of the total portfolio is placed on the amount of money that can be invested with a single counterparty (other than the UK government). For unsecured investments in banks, building societies and companies, a smaller limit of £3m applies. HIWFRA also sets limits on investments in certain sectors. No more than £12m in total can be invested for a period longer than one year.

The credit quality of £2m of HIWFRA's investments is enhanced by collateral held in the form of covered bonds collateralised by UK residential mortgages. The collateral significantly reduces the likelihood of HIWFRA suffering a loss on these investments. The table summarises the credit risk exposures of HIWFRA's investment portfolio by credit rating.

Credit rating	Long term	Short term
	2021/22	2021/22
	£'000	£'000
AAA	1,001	4,026
AA+	0	0
AA	0	0
AA-	0	4,801
A+	0	1,520
A	0	3,009
A-	0	0
AAA Money Market Funds	0	9,760
Unrated local authorities		1,000
Unrated pooled funds	7,697	0
Total Investments	8,698	24,116

LIQUIDITY RISK

Liquidity Risk

HIWFRA has ready access to borrowing at favourable rates from the Public Works Loan Board and other local authorities, and at higher rates from banks and building societies.

There is no perceived risk that HIWFRA will be unable to raise finance to meet its commitments. It is however exposed to the risk that it will need to refinance a significant proportion of its borrowing at a time of unfavourably high interest rates.

This risk is managed by maintaining a spread of fixed rate loans, which limits the amount of HIWFRA's borrowing that matures in any one financial year. The maturity analysis of the principal sums borrowed is summarised in the table.

Time to maturity (years)	Discounted (principal)	Undiscounted (principal plus interest)
	31/03/2022 £'000	31/03/2022 £'000
Not over 1	(750)	(1,062)
Over 1 but not over 2	(350)	(615)
Over 2 but not over 5	(450)	(1,179)
Over 5 but not over 10	(500)	(1,650)
Over 10 but not over 20	(4,600)	(5,192)
Over 20 but not over 30		
Total	(6,650)	(9,698)

MARKET RISKS

Interest Rate Risk

HIWFRA is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the authority.

For instance, a rise in interest rates would have the following effects:

- borrowings at variable rates – the interest expense will rise
- borrowings at fixed rates – the fair value of the liabilities borrowings will fall
- investments at variable rates – the interest income credited will rise
- investments at fixed rates – the fair value of the assets will fall.

Investments measured at amortised cost and loans borrowed are not carried at fair value, so changes in their fair value will have no impact on the Comprehensive Income and Expenditure Statement. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services. Movements in the fair value of fixed rate investments measured at fair value will be reflected in Other Comprehensive Income or the Surplus or Deficit on the Provision of Services as appropriate.

The Treasury Management Strategy aims to mitigate these risks through the interest rate risk indicator. At 31 March 2022, the entire net principal borrowed (i.e. debt net of investments) was exposed to fixed rates. £32.1m of HIWFRA's investment balance at 31 March 2022 was exposed to variable interest rates, including £1m of floating rate notes.

If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	£'000
Increase in interest payable on variable rate borrowings	0
Increase in interest receivable on variable rate investments	(222)
Decrease in fair value of investments held at FVPL	51
Impact on (Surplus) or Deficit on the Provision of Services	(171)
Decrease in fair value of investments held at FVOCI	0
Impact on Comprehensive Income and Expenditure	(171)

The approximate impact of a 1% fall in interest rates would be as above, but with the movements being reversed.

Market Risks: Price Risk

The market prices of HIWFRA's fixed rate bond investments and its units in pooled bond funds are governed by prevailing interest rates and the market risk associated with these instruments is managed alongside interest rate risk.

HIWFRA's investment in a pooled property fund and pooled equity funds are subject to the risk of falling commercial property and share prices. This risk is limited by HIWFRA's investment strategy, which limits the amount invested in pooled funds. A fall in commercial property or share prices would result in a charge to the surplus or deficit on the provision of services – this would have no impact on the General Fund until the investment was sold.

PROVISIONS

Provisions

Provisions are liabilities of uncertain timing or amount. They are charged to the Comprehensive Income and Expenditure Statement in the year that the Authority has a present obligation (legal or constructive) and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, considering relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that payments will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the Comprehensive Income and Expenditure Statement. The Authority holds the following provisions:

	Uninsurable and other claims £'000	Pension liabilities £'000	Provision charged to net cost of services £'000	Business Rate appeals £'000	Total provision made £'000
Balance as at 1 April 2021	(116)	(136)	(252)	(1,020)	(1,272)
Payments made in the year (Increase) /decrease	39 (25)	28	67 (25)	0 1,020	67 995
Balance as at 31 March 2022	(102)	(108)	(210)	0	(210)

- Uninsurable and other claims. This covers the excess on insurance claims. There is an excess of £25,000 on employee liability claims and £50,000 on motor vehicle claims. These cases may take a number of years to settle.
- Pension liabilities relating to temporary promotions that will be funded by the Authority.
- Business rate appeals relating to valuations, which may impact on future business rates collected by the Authority.

Participation in Pension Schemes

As part of the terms and conditions of employment of its employees, the Authority makes contributions towards the cost of post employment benefits. Although these benefits will not actually become payable until the employees retire, the Authority has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The Authority participates in a number of pension schemes:

- the Local Government Pension Scheme (LGPS) for support staff which is administered by Hampshire County Council. This is a funded defined benefit scheme meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets. Benefits earned up to 31 March 2014 are linked to final salary and benefits after 31 March 2014 are based on a Career Average Revalued Earnings (CARE) scheme. Discretionary arrangements for the award of post retirement benefits upon early retirement can be made. These are an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pensions liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due;
- the 1992 Firefighters' Pension Scheme (FPS); (closed as of 31 March 2022)
- the 2006 New Firefighters' Pension Scheme (FPS). This scheme was opened to new members from 1 April 2006; (closed as of 31 March 2022)
- the 2015 Firefighters' Pension Scheme (FPS); and
- the Modified 2015 Firefighters' Pension Scheme (FPS) for retained firefighters.

All of the Firefighters pension schemes are unfunded schemes, meaning that there are no investment assets built up to meet the pensions liabilities, and cash has to be generated to meet the actual pension payments as they eventually fall due. All costs in connection with the scheme except those relating to injury pensions and any ill-health early retirement costs are funded by the Government. All costs in relation to injury pensions, ill-health early retirement costs and pensions relating to temporary promotions are met by the employer.

The 2015 scheme is a career average scheme (CARE), and is available to operational firefighters appointed on or after 1 April 2015. Serving firefighters will also have been transferred into the scheme.



TRANSACTIONS RELATING TO POST EMPLOYMENT BENEFITS

The cost of post-employment benefits is recognised in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required to be made against the Council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement.

The table summarises the transactions that have been made in the Comprehensive Income and Expenditure Account and the General Fund Balance via the Movement in Reserves Statement during the year.

Comprehensive Income and Expenditure Statement

Cost of Services

- Current service cost
- Past service costs
- (Gain)/loss from settlements
- Adjustment for difference in actual and assumed contributions and benefits paid

Financing and Investment Income and Expenditure

- Net interest expense

Total Charge to the Surplus or Deficit on the Provision of Services

Other post-employment benefit charged to the Comprehensive Income and Expenditure Statement

Remeasurement of the net defined benefit liability comprising:

- Return on plan assets
- Government contribution for Firefighter Schemes
- Actuarial (Gains)/Losses arising

Total post-employment benefit charged to the Comprehensive Income and Expenditure Statement

Movement in Reserves Statement

Reverse charge to Provision of Services in the year

- Employer's contributions to the scheme
- Benefits paid direct to beneficiaries

Charge on General Fund

	Firefighters' Pension Schemes	Injury Pensions (firefighters)	LGPS (Staff)	Total
	2021/22 £'000	2021/22 £'000	2021/22 £'000	2021/22 £'000
Cost of Services				
- Current service cost	21,704	744	5,116	27,564
- Past service costs	83	0	0	83
- (Gain)/loss from settlements	0	0	0	0
- Adjustment for difference in actual and assumed contributions and benefits paid				
Financing and Investment Income and Expenditure				
Net interest expense	18,687	911	743	20,341
Total Charge to the Surplus or Deficit on the Provision of Services	40,474	1,655	5,859	47,988
Other post-employment benefit charged to the Comprehensive Income and Expenditure Statement				
Remeasurement of the net defined benefit liability comprising:				
- Return on plan assets			(2,998)	(2,998)
- Government contribution for Firefighter Schemes	(13,036)		0	(13,036)
- Actuarial (Gains)/Losses arising	(61,791)	(2,443)	(9,666)	(73,900)
Total post-employment benefit charged to the Comprehensive Income and Expenditure Statement	(34,353)	(788)	(6,805)	(41,946)
Movement in Reserves Statement				
Reverse charge to Provision of Services in the year	(40,474)	(1,655)	(5,859)	(47,988)
Employer's contributions to the scheme	8,323	0	1,438	9,761
Benefits paid direct to beneficiaries	0	1,245	0	1,245
Charge on General Fund	8,323	1,245	1,438	11,006

LIABILITIES IN RELATION TO POST-EMPLOYMENT BENEFITS

The following table sets out the reconciliation of the various schemes' liabilities, discounted to their present value using a calculated discount rate based on a series of calculations for high quality corporate bonds over a range of periods.

2021/22	LGPS	Firefighters' Pension Schemes	Injury	Total
	£'000	£'000	£'000	£'000
1 April	94,927	900,550	43,985	1,039,462
Current service cost	5,116	21,704	744	27,564
Interest cost	1,977	18,687	911	21,575
Contributions by scheme participants	686	3,698	0	4,384
Actuarial (gains) and losses	(9,666)	(61,792)	(2,443)	(73,901)
Net benefits paid out	(2,304)	(25,057)	(1,245)	(28,606)
Past service costs	0	83	0	83
31 March	90,736	857,873	41,952	990,561



ASSETS IN RELATION TO POST-EMPLOYMENT BENEFITS

The following table set out the reconciliation of the fair value of the assets in the Local Government Pension Scheme:

	2021/22
	£'000
1 April	58,773
Expected return on assets	1,233
Actuarial gains and (losses)	2,998
Employer contributions	1,438
Contributions by scheme participants	686
Net benefits paid out	(2,304)
31 March	62,824

Fair value means:

for quoted securities - the current bid price;

for unquoted securities - this is based on a professional estimate;

for unitised securities - the current bid price;

for property - an estimate of the market value.

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on assets in the year was a gain of £4.2m.

PENSION SCHEME ASSETS

The Local Government Pension Scheme assets consist of the following categories, by proportion of the total assets held by the Fund:

	31 March 2022 Quoted %	31 March 2022 Unquoted %	31 March 2022 Total %
Equities	44.7	11.0	55.7
Government bonds	0.9	6.0	6.9
Property	18.0	0.0	18.0
Corporate bonds	0.0	0.0	0.0
Multi Asset Credit	9.2	0.0	9.2
Cash	0.9	0.0	0.9
Other (hedge funds, currency holdings, futures, private equities)	5.8	3.5	9.3
	79.5	20.5	100.0

The firefighters' schemes have no assets to cover their liabilities.

Impact on the Authority's cash flows

The liabilities show the underlying commitments that the Authority has in the long run to pay retirement benefits. The liability has a substantial impact on the net worth of the Authority recorded in the balance sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy.

Finance is only required to be raised to cover firefighters' pensions when the pension payments relate to injury pensions and the cost of ill-health early retirement. All other firefighter pensions are paid by the Government.

The deficit on the LGPS will be made good by increased contributions over the remaining life of employees, as assessed by the actuary. The objectives of the LGPS are to keep the employer's contribution rate as constant as possible. The aim is to achieve a 100% funding level over a period of 19 years from 1 April 2017. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed as at 31 March 2022.

The employer's regular contributions to the LGPS fund for the accounting period to 31 March 2023 are estimated to be £1.8m. In addition pension strain contributions may be required.

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of pensions that will be payable in future years dependent on key assumptions covering:

- Financial assumptions
- Post Retirement Mortality
- Commutation.

All schemes have been assessed by an independent actuary, AON Hewitt Limited, against a formal actuarial valuation as at the following dates:

Scheme	Date
Local Government Pension Scheme – funded	31 March 2019
Local Government Pension Scheme – unfunded	31 March 2019
1992 Firefighters’ Pension Scheme	31 March 2019
2006 Firefighters’ Pension Scheme	31 March 2019
2015 Firefighters’ Pension Scheme	31 March 2019
Firefighters’ Injury and Ill-Health Pensions	31 March 2019

The post retirement mortality assumptions and key financial assumptions used by the independent actuary are set out in the following table.

	31 March 2022
Rate of Inflation (CPI) (LGPS)	2.9%
Rate of Inflation (CPI) Firefighter Schemes)	3.0%
Rate of increase in salaries (LGPS)	3.9%
Rate of increase in salaries (Firefighter Schemes)	4.0%
Rate of increase in pensions (LGPS)	2.9%
Rate of increase in pensions (Firefighter Schemes)	3.0%
Rate for discounting scheme liabilities (LGPS)	2.7%
Rate for discounting scheme liabilities (Firefighter Schemes)	2.7%
Longevity at 65 for current Pensioners (years):	
Men (LGPS)	22.9
Women (LGPS)	25.4
Men (Firefighter Schemes)	21.5
Women (Firefighter Schemes)	23.6
Longevity at 65 for future Pensioners (years):	
Men (LGPS)	24.7
Women (LGPS)	27.1
Men (Firefighter Schemes)	23.2
Women (Firefighter Schemes)	25.4

The mortality assumptions are based on the recent actual mortality experience of members within the fund and allow for expected future mortality improvements.

The commutation assumptions used by the independent actuary are:

	31 March 2022
Local Government Pension Scheme	Each member was assumed to surrender pension on retirement, such that the total cash received including any accrued lump sum from pre 2008 service) is 70% of the permitted maximum.
Firefighter Pension Schemes	Assumed that 90% of members of the 1992 scheme commute 25% of their pension.
	Assumed that 75% of members of the 2006 and 2015 schemes commute 25% of their pension.

SENSITIVITY ANALYSIS OF FINANCIAL ASSUMPTIONS

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the preceding tables. The sensitivity analysis' below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes whilst all other assumptions remain constant. For example, the assumptions in longevity assume that life expectancy increases for men and women. In practice, this is unlikely to occur and changes in some of the assumptions may be interrelated. The assumptions used in the analysis have followed accounting policies for the scheme i.e. on an actuarial basis using the projected unit credit method. The method and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous method. A sensitivity analysis has not been undertaken on unfunded benefits as it is immaterial.

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Baseline:-

Fire Schemes

Present Value of total obligation (excluding injury benefits) at 31 March 2022 = £857.873m

Projected Service cost 2022/23 = £21.946m

Local Government Superannuation Scheme

Present Value of total obligation (funded scheme only) at 31 March 2022 = £90.687m

Projected Service cost 2022/23 = £4.508m

	LGPS		Fire Schemes	
	+ 0.1% p.a.	- 0.1% p.a.	+ 0.1% p.a.	- 0.1% p.a.
Adjustment to discount rate				
* Present value of total obligations (£M)	88.601	92.773	839.509	876.429
* % change in present value of total obligations	-2.3%	2.3%	-2.1%	2.2%
* Projected service cost (£M)	4.34	4.69	21.16	22.78
* % change in projected service cost	-3.8%	4.0%	-3.6%	3.8%
Rate of general increase in salaries				
* Present value of total obligations (£M)	90.87	90.51	862.04	853.71
* % change in present value of total obligations	0.2%	-0.2%	0.5%	-0.5%
* Projected service cost (£M)	4.51	4.51	22.38	21.51
* % change in projected service cost	0.0%	0.0%	2.0%	-2.0%
Rate of increase to pensions in payment and deferred pensions				
* Present value of total obligations (£M)	92.59	88.87	871.93	843.82
* % change in present value of total obligations	2.1%	-2.0%	1.6%	-1.6%
* Projected service cost (£M)	4.69	4.34	22.34	1.59
* % change in projected service cost	4.0%	-3.8%	1.8%	-1.6%
Adjustment to mortality age rating assumption				
	-1 year	+1 year	-1 year	+1 year
* Present value of total obligations (£M)	93.77	87.69	888.76	827.85
* % change in present value of total obligations	3.4%	-3.3%	3.6%	-3.5%
* Projected service cost (£M)	4.68	4.33	22.88	21.02
* % change in projected service cost	3.9%	-3.9%	4.3%	-4.2%

Contingent liabilities

A contingent liability arises where an event has taken place that gives the authority a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that payments will be required or the amount of the payment cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

There are two contingent liabilities to report. Firstly, the transitional protections provided as part of the introduction of the 2015 Fire Fighter's Pension scheme have been ruled as unlawful and the estimated impact of this has already been included in the pension valuations reported in these accounts. Further claims are being submitted by Firefighters in respect of the transitional protections, which we believe may be to protect the claimants' position in respect of future compensation for injury to feeling awards. Secondly, in the case O'Brien vs Ministry of Justice it was found in favour of the claimant that part time periods of service should also count in calculating future pension benefits. This may have implications for the Firefighter's pension schemes particularly in relation to the Modified scheme covering RDS staff who by their very nature are part time. It is not possible at this stage to estimate the financial impact of these cases.

Contingent assets

A contingent asset arises where an event has taken place that gives the Authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Authority.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

There are no contingent assets.



EVENTS AFTER THE REPORTING PERIOD

The Statement of Accounts was authorised for issue by the Chief Financial Officer on 27 July 2022. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2022, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.



CASH FLOW STATEMENT NOTES

The adjustment to the surplus or deficit for non-cash items comprises the following items:

The adjustment for non-cash items

	2021/22 £'000
Depreciation	(5,973)
Impairments & downward revaluations	(292)
Amortisations	0
(Increase)/Decrease in expected loss allowance for receivables	0
(Increase)/Decrease in creditors	3,105
Increase/(Decrease) in debtors	(1,846)
Increase/(Decrease) in inventories	125
(Increase)/Decrease in provisions	995
Actual cash payments made from provisions	67
Movement in pension liability	(36,982)
Movement in the value of investment properties & financial instruments	536
Carrying amount of non current assets and non current assets held for sale, sold or derecognised	(21)
Other non-cash items charged to the net surplus or deficit on the provision of services	0
Adjustment for non-cash items	(40,286)

The adjustment for items that are financing or investing cash flows comprises the following items:

	2021/22 £'000
Proceeds from the sale of fixed assets	0
Capital grants and contributions received	0
Adjustment for activities that are investing or financing cash flows	0

The cash flow from operating activities includes the following items:

	2021/22 £'000
Interest received	(444)
Dividends received	0
Interest paid	336
Net cash outflow (inflow) from operating activities	(108)

The cash flow from investing activities comprises the following items:

	2021/22 £'000
Cash outflows	
Purchase of property, plant and equipment	1,659
Purchase of short-term and long-term investments	50,222
Cash inflows	
Proceeds from the sale of property, plant and equipment	0
Proceeds of sale of short-term and long-term investments	(51,185)
Capital grants received	0
Other income	0
Net cash inflow from investing activities	696

The cash flow from financing activities comprises the following items:

	2021/22 £'000
Cash outflows	
Cash payments for the reduction of the outstanding liabilities relating to finance leases	0
Repayments of long and short term borrowing	450
Other payments for financing activities	0
Cash inflows	
Cash receipts of long and short term borrowing	0
Other receipts from financing activities	0
Net cash outflow from financing activities	450

ACCOUNTING POLICIES AND CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

General principles

The Statement of Accounts summarises the Authority's transactions for the relevant financial year and its position at the relevant year end of 31 March. It has been prepared in accordance with the Accounts and Audit Regulations 2015 and the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) which is based on International Financial Reporting Standards (IFRS).

Going Concern

As local authorities cannot be created or dissolved without statutory prescription, the going concern assumption in the Accounting Code of Practice assumes that a local authority's services will continue to operate for the foreseeable future.

A new combined Hampshire and Isle of Wight Fire and Rescue Authority was formed on 1 April 2021, with fire and rescue services transferred from Hampshire Fire and Rescue Authority and the Isle of Wight Council. The Accounting Code of Practice sets out that transfers of services under combinations of public sector bodies do not negate the presumption of going concern. All property, rights and liabilities in respect of fire and rescue services held by the two former authorities were transferred to the new authority on 1 April 2021.

Financial sustainability

The Chief Financial Officer has a statutory obligation to keep the financial position of the Authority under review and to ensure that budgets set are realistic and deliverable, and that reserves are adequate. The Authority regularly reviews and updates its Medium-Term Financial plan, incorporating known factors that will have a positive or negative impact upon its financial strategy and making realistic assumptions to allow for the inevitable risk and uncertainty that accompanies any financial forecast.

This is underpinned by the Authority's reserves policy where annual contributions to reserves in excess of £6m per annum to fund future expenditure are built into the Authority's budget. In the event of an adverse financial settlement, these reserve contributions would be temporarily reduced to give the Authority time to appropriately plan for and deliver savings. Quarterly financial updates are prepared by budget managers across the service and with support from finance these are presented and discussed quarterly at the Executive Group. The medium-term strategy and current assumptions on funding, priorities and pressures informs the annual budget setting process, with outcomes monitored throughout each financial year taking a risk based approach with the escalation of issues through senior officers and elected members as appropriate.

At the end of 2021/22 reserves stood at £41.4m of which 6% comprised the General Fund balance. The Authority's significant reserves balance ensures that it can conduct its Treasury Management activity to make sure sufficient cash is available to meet its operational obligations whilst also taking a longer-term view to investments where appropriate, enabling greater returns to be made in support of the revenue budget, whilst also adhering to the CIPFA FM Code in prioritising the security of its investment balances.

The Authority's financial forecast for 2022/23 has been reviewed alongside assumptions for 2023/24 and a prudent profile of cashflows to support the Chief Financial Officer in assessing and confirming the Authority's financial sustainability to March 2024. The reserves balance coupled with the anticipated timing of cash flows and the liquidity profile of its investments means that that the Authority can meet its operational obligations over the period, with the option to sell longer-term investments and make use of its borrowing headroom as a short-term solution to any unforeseen liquidity pressures, although this would have an impact on the longer-term financial sustainability of the Authority.

ACCOUNTING POLICIES AND CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

Accounting policies

Accruals of income and expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Employee benefits, including pension benefits are accounted for as they are earned.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Prior period adjustments, changes in accounting policies and estimates and errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

Intangible assets

Intangible assets do not have physical substance but are identifiable and controlled by the Authority and bring benefits to the Authority for more than one year. Typical examples include software licences and internally developed websites developed to deliver services rather than information about services. The Authority does not have any material intangible assets. Capital expenditure on immaterial intangible assets is classified as furniture and equipment.

Inventories and long-term contracts

Inventories are included in the Balance Sheet at latest procured cost as this is not materially different from the recommended practice of carrying them at the lower of cost or net realisable value. Long-term contracts are accounted for on the basis of charging services with the value of works and services received under the contract during the financial year. The cost of capital schemes that are in progress at the date of the balance sheet are included as Assets Under Construction within Property, Plant and Equipment.

VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

Interests in Companies and Other Entities

The Authority reviews their collaborative arrangements on an annual basis and will account for these accordingly or disclose their material interests in other entities where they exist.

Disclosures of material involvement with other entities are provided under note 12.

Under IFRS10 the Authority is required to produce consolidated group accounts as it has sole ownership and therefore control over a company '3SFire Ltd'. However, as permitted the Authority will not produce group accounts until the financial impact of their interest in the Company becomes material.



Critical judgements in applying accounting policies

In applying accounting policies set out in note 32, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events including the following:

- There is a high degree of uncertainty about future levels of funding for local government. The Authority has made decisions as to how much it should be adding to both the capital payments and transformation reserves in order to help minimise the impact of reduced funding.
- The Authority has made judgements on whether its vehicle lease arrangements are operating leases or finance leases. These judgements are based on an assessment as to whether the risks and rewards of ownership have been transferred from the lessor to the lessee. The results of the tests are that front line appliances are finance leases and support vehicles remain as operational leases. The accounting treatment for operating and finance leases is different but would have a significant effect on the accounts if any new leases entered into were of an extremely high value.
- Judgements have been made on whether any contracts for services include embedded leases. None have been identified.
- Judgements about the likelihood of pending and potential liabilities have been made and whether a provision should be made or whether there is a contingent liability. This includes appeals against the rateable value of business properties and legal claims that could eventually result in the payment of compensation or other settlement. The judgements are based on the degree of certainty around the results of pending cases based on experience in previous years or in other local authorities.

The Authority has made certain judgements about how to classify their partnership working. Not all partnership working has been deemed to meet the definition of a collaborative arrangement.

The following arrangements have been deemed outside the scope of group accounts, but due to the Authority having contractual rights and obligations and rights to assets and liabilities arising from their partnership agreements the transactions associated with the collaborative arrangement are included in the authority's accounts:

- Network Fire Control Services Partnership.
- South Central Ambulance Service (SCAS) Co-responder scheme.
- Joint working with Hampshire County Council and Hampshire Constabulary.

In the case of 3SFire Ltd they have been judged to be a subsidiary of the Authority and therefore group accounts will be required when their turnover becomes material. However, for 2021/22 this has been judged immaterial as their turnover is less than 1% of the Authority's total income.

Assumptions made about the future and other major sources of estimation uncertainty

The Authority commissions a 5 year rolling programme of PPE valuations, unless events indicate that a valuation is required ahead of the next planned valuations. Valuations are undertaken by qualified valuers within Hampshire County Council's Property department in accordance with the Royal Institute of Chartered Surveyors (RICS) professional standards using recognised measurement techniques. These take account of current trends in building costs, local planning policies and other relevant factors. For assets not included in the current year's valuation programme, the change in value is estimated using Building Cost Information Services (BCIS) indices. However, because valuations cannot be determined with complete certainty, actual results could be different from the assumptions and estimates. A 1% change in valuations equates to £1.7m.



ACCOUNTING STANDARDS ISSUED, NOT YET ADOPTED

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted.

The Code only requires items to be mentioned here which will be adopted in 2022/23. However, it is also useful to note that the adoption of IFRS 16 (which is about accounting for leases) has been delayed again and we are currently planning to adopt it in 2024/25.

The additional disclosures that will be required in the 2022/23 financial statements in respect of accounting changes introduced in the 2022/23 Code are:

- Property, Plant and Equipment (PPE): Proceeds before Intended Use (Amendments to IAS 16)
 - o This amendment prohibits organisations deducting from the cost of PPE the proceeds of items produced using that PPE before it was fully operational as intended. This accounting standard is aimed at manufacturing, so as our focus is on providing public services we do not expect it to have any impact on our accounts.

- Annual Improvements to IFRS Standards 2018–2020. The annual IFRS improvement programme notes the following changed standards:
 - o IFRS 1 (First-time adoption)
 - This amendment relates to foreign operations of acquired subsidiaries transitioning to IFRS. We do not expect this to have any impact on us as we have no plans to acquire subsidiaries with foreign operations.

 - o IAS 37 (Onerous contracts)
 - The change clarifies what should be classified as an onerous cost. We do not have any onerous contracts so do not expect this to have any impact on us.

 - o IAS 41 (Agriculture)
 - This accounting standard relates to how the harvest from farming should be valued. We do not carry out any farming so this will have no impact on us.



PENSION FUND ACCOUNT

The accounting policies for the Pension Fund Account are the same as those of the main Authority and can be found in note 32 of the main Authority's financial statements.

Funding arrangements

The funding arrangements changed for the Firefighters' Pension scheme on 1 April 2006 at the same time as the New Firefighters' Pension Scheme was introduced. Before, the Authority was responsible for the cost of paying the pensions of its own former employees on a pay-as-you-go basis. Under the new arrangements the schemes remain unfunded and as before do not have any investment assets. The Authority no longer meets the outgoing pensions directly, instead it pays an employer's pension contribution based on a percentage of pay into the pension fund account. All Fire Authorities are required by legislation to operate a Pension Fund Account and the amounts paid into and out of it are specified by regulation.

The Account is balanced to nil each year by receiving cash in the form of a pension top-up grant from the Government equal to the amount by which the amount payable from the Account exceeded the amount receivable. Should the position arise where the amounts receivable ever exceeds those payable then the surplus would be paid over to the Government.

Accounting for future liabilities

These accounts do not take into account the liabilities to pay pensions and other benefits after the end of the financial year. As this liability rests with the Authority it is included in the Authority's own Income and Expenditure Account and Balance Sheet. Further details can be found in notes 21 - 28 to the main Authority accounts.

Temporary borrowing or lending

This represents the balance held in or owed to Hampshire & Isle of Wight Fire & Rescue Authority's bank account.



PENSION FUND ACCOUNT

	2021/22	
	£'000	£'000
Contributions receivable:		
Normal contributions from employer	(8,242)	
Early retirement contributions from employer	(179)	
Contributions from members	(3,699)	
		(12,120)
Transfers in		(399)
Benefits payable:		
Pensions	20,080	
Commutations and lump sum retirement benefits	5,160	
Lump sum death benefits	0	
		25,240
Payments to and on account of leavers:		
Refunds of contributions	0	
Individual transfers out to other schemes	4	
		4
Net amount payable for the year before top-up grant receivable from the Government		12,725
Top up grant receivable from the Government		(12,725)
Net amount receivable/payable for the year		0



ANNUAL GOVERNANCE STATEMENT

1. Scope of Responsibility

1.1 Hampshire & Isle of Wight Fire and Rescue Authority (HIWFRA) (the Authority) is responsible for ensuring that:

- its business is conducted in accordance with the law and to proper standards.
- public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- pursuant to the Local Government Act 1999, it secures continuous improvements in the way in which its functions are exercised, having regard to a combination of efficiency, effectiveness and economy; and
- pursuant to the Accounts and Audit Regulations 2015, there is a sound system of internal control which facilitates the effective exercise of the Authority's functions and which include arrangements for the management of risk.

1.2 This Annual Governance Statement (AGS) is a retrospective statement for the previous financial year. On 1 April 2021, Hampshire and the Isle of Wight combined to create Hampshire and the Isle of Wight Fire and Rescue Authority (HIWFRA).

1.3 The Authority has delegated to the Standards and Governance Committee (S&GC), as per its terms of reference, to consider and approve the Annual Governance Statement, and once approved, the AGS will be signed by the HIWFRA Chairman and the Chief Fire Officer.

1.4 This AGS explains how the Authority meets the requirements of The Accounts and Audit (England) Regulations 2015 and complies with the principles contained in the Chartered Institute of Public Finance and Accountancy (CIPFA) Delivering Good Governance in Local Government Framework 2016 edition. The AGS is also a key piece of evidence that the Authority has sought to comply with the new CIPFA Financial Management (FM) Code. The Service has undertaken an assessment of its compliance with all of the financial management standards in the FM Code and has assessed that it is compliant with the Code.

1.5 The process of preparing the governance statement should itself add value to the effectiveness of the governance and internal control framework.

2. The purpose of corporate governance

2.1 Governance comprises the arrangements put in place to ensure the intended outcome of stakeholders are defined and achieved. Good governance will enable fire and rescue authorities (FRAs) to:

- set strategic policy agenda that meets the needs of communities and discharges its statutory responsibilities efficiently and effectively.
- ensure that the policy agenda and defined outcomes are delivered on time, on budget, and to the required standard.

2.2 The Service's Corporate Governance Framework comprises the systems and processes, cultures and values by which the Service is directed and controlled. It enables the Authority to monitor the achievement of its priorities and to consider whether they have led to the delivery of appropriate, cost effective and efficient services.

2.3 The system of internal control is a significant part of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve its aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risk to the achievement of the Authority's priorities. It evaluates the likelihood of those risks being realised and the impact should they be realised, to manage them efficiently, effectively and economically.

2.4 The Authority sets strategic direction, monitors, scrutinises and ensures delivery of services, whilst accountability for the achievement of the Authority's priorities sits with the Service. The Service's Corporate Governance Framework demonstrates and enables the ability to deliver its core purpose of making life safer through cohesive working and clear routes of governance.

2.5 The Corporate Governance Framework is designed to provide a robust governance process, streamline decision making and support efficient and effective operations for the Service. The effectiveness of the framework is evaluated throughout the year.

2.6 The Executive Group is chaired by the Chief Fire Officer and its purpose and responsibilities are clearly defined within its terms of reference. The Executive Group considers reports identified on the organisation's Forward Plan (a tool that supports the effective operation of the Corporate Governance Framework identifying agenda, report topics and the responsible Directors). The Forward Plan supports a robust planning and control cycle for strategic and operational plans, ensuring informed decision making and transparency of decisions being recorded.

3. Core principles of good governance

3.1 Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

3.1.1 The role of scrutiny in good governance is reflective of the decisions about the values and associated behaviours that will guide the organisation.

3.1.2 The Authority operates with 11 Members. The Police and Crime Commissioner (PCC) can attend Authority meetings and has the ability to speak on items on the agenda. The new structure and the related arrangements have resulted in a strategic and business focus from the Authority with good Member engagement and scrutiny. The Authority is in the best position to continue to lead the Service in delivering excellent quality services to the residents of Hampshire and the Isle of Wight, whilst remaining resilient and responsive to challenges in the future.

3.1.3 The Authority has a Constitution, the purpose of which is to set out in a single place and in clear language how Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) (“the Authority”) works and how it makes decisions. The Constitution sets out the roles and responsibilities of the Authority, its committees and Members. The key policies that set out the scope of responsibilities for Members and delegation to officers are detailed within the Scheme of Delegation, Contract Standing Orders and Financial Regulations. Members and officers are aware of their responsibilities within these policies.

3.1.4 The Authority reviews and approves minor amendments to the Constitution at their annual Authority General Meeting (AGM) and as needed throughout the year.

3.1.5 The Authority is committed to the highest ethical standards. A code of corporate governance is included within the Constitution, which demonstrates a comprehensive commitment on the part of the Authority to accountability, integrity, ethical values and the rule of law.

3.1.6 There is a system in place for any complaint received that a Member or Co-opted Member of the Authority has failed to comply with the Authority's Code of Conduct for Members.

3.1.7 The Authority has a Firefighter's Pension Board. The role of the Board is to:

- assist HIWFRA as the administering authority of the Hampshire and Isle of Wight Firefighter's Pension Scheme (FFPS)
- secure compliance with the Firefighter's Pension Scheme Regulations and any other legislation relating to the governance and administration of the FFPS
- secure compliance with requirements imposed in relation to the FFPS by the Pensions Regulator
- ensure the effective and efficient governance and administration of the HIWFFPS by the Authority
- consider how discretionary and other pension related issues are being addressed from an operational viewpoint
- present an annual report to the Authority on the exercise of its functions.

3.1.8 The Authority publishes an annual Modern Slavery Statement which sets out the steps that are being taking to prevent modern slavery throughout the Authority and in its supply chains. The statement is set out to include key information to demonstrate its commitment to tackle modern slavery.

3.1.9 The Service has four values (Supporting Others, Showing Respect, Everyone Playing Their Part, and Reaching Further) which are integral to everything we do. These values are underpinned by five behaviours (Dedicated, Openness, Caring, Empowering and Inclusive) which align to the Fire Standard Code of Ethics. These are embedded in the organisation's recruitment and promotion processes, personal development review discussions, and staff recognition scheme.

3.1.10 Furthermore, these values are underpinned by a range of policies and procedures including the Member's Code of Conduct, the registers of interests and disclosure of pecuniary interests, gifts and hospitality and protocol for Member and officer relations which are all included within the Constitution.

3.1.11 The Fire Standard Code of Ethics, published in May 2021 by the Fire Standards Board has been adopted and aligns to the organisation's values and behaviours. This ensures the organisation's policies, procedures and decision making reflect the ethical behaviour expected from the workforce. The Authority holds the Chief Fire Officer to account for the implementation of the code at a local level, and both the Deputy Chief Fire Officer and Director of People and Organisational Development are responsible for promoting the Core Code throughout the Service and ensuring that all those who work for, or on behalf of the Service understand its contents and what is expected of them.

3.1.12 Staff are required to comply with the Staff Code of Conduct which includes the requirement for them to declare interests and register the offer and acceptance of gifts and hospitality.

3.1.13 Whistleblowing, Bullying and harassment, Grievance, Anti-theft, fraud, bribery and corruption, and Complaint procedures are in place, enabling staff and members of the public to raise issues if they believe that appropriate standards have not been met.

3.1.14 Senior Management have the relevant professional external networks and expertise to identify the impacts of new legislation, and legal advice is also provided to ensure the Authority continues to comply with legislation and regulations. The statutory roles of Chief Fire Officer, Monitoring Officer and Chief Financial Officer are set out to provide robust assurance and ensure that expenditure and decisions are lawful.

3.1.15 Within the Corporate Governance Framework to underpin the Executive Group, there are four Directorate Boards to oversee key areas: the Policy, Planning and Assurance Board, the Operations Management Board, the People and Organisational Development Board, and the Corporate Services Management Board. These boards provide cohesive working, clear routes of governance and extra scrutiny on behalf of the Executive Group. The Directorate Boards review their terms of reference regularly, with the support of the Governance Team. Furthermore, these Directorate Boards are supported by other forums and Groups, such as the Integrated Performance and Assurance Group (IPAG) and Operations Financial Management Team (FMT), to support good governance across the Service.

3.1.16 The creation of a Corporate Governance Procedure with an Officer Scheme of Authorisation strengthens the robust decision making processes already in place. It has also provided clarity on decision making for officers and illustrates where the Constitution's Scheme of Delegation links with the Officer Scheme of Authorisation. During 2021-2022, the Service welcomed a new Deputy Chief Fire Officer which resulted in amendments to the Governance Framework. These amendments ensure continued openness, transparency, accountability and clarity.

3.1.17 A policy, procedure and guidance (PPG) framework has been implemented across the organisation. The PPG are documents that capture and define the way the organisation operates and how it delivers its services and functions. The framework establishes how to manage those documents in a robust and sustainable way. The PPG framework includes Authority owned Policies.

3.2 Ensuring openness and comprehensive stakeholder engagement

3.2.1 The role of scrutiny in good governance is reflective of the decisions on how the organisation demonstrates openness and engages with stakeholders.

3.2.2 The Authority approved the Hampshire and Isle of Wight Safety Plan 2020-2025 in February 2020. Since Hampshire and the Isle of Wight combined, the Plan is fully aligned. As outlined in the paper on Year 3 Safety Plan improvements that went to the Authority for approval in February 2022, the Service is already preparing for a Community Risk Management Plan (CRMP) beyond that date.

3.2.3 The Safety Plan incorporates the Integrated Risk Management Plan (IRMP) requirement and the annual Service Plan into a single document. The Safety Plan 2020-2025 is a live document which is updated annually. This approach to managing risk in our communities will ensure the organisation is able to report on how effective its risk reduction activities are. The Safety Plan is on the website and available to stakeholders electronically and in paper format (upon request).

3.2.4 The Authority operates in an open and transparent way. It complies with The Openness of Local Government Bodies Regulations 2014. The Authority's meetings are open to the public, and its papers and decisions are available through the website (save for individual items of a sensitive nature properly considered in confidential session). In addition, Authority meetings are live streamed, and the recording published to enable staff and the public better access to view decision making.

3.2.5 During the Coronavirus pandemic, local government temporarily removed the legal requirement for local authorities to hold public meetings in person. A change was made to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020. This gave the ability to hold meetings virtually using video and telephone conferencing technology up until May 2021. HIWFRA meetings continued to be open and transparent and took full advantage of the technology available to continue with its obligations. Since that time, the Authority has reverted to physical meetings in line with legislation.

3.2.6 Clear guidance and protocols on decision making, templates for reports and effective arrangements for the approval of exempt reports ensures that the Authority takes decisions in public when appropriate and after full consideration of relevant information.

3.2.7 The Authority, through the Service, enjoys a constructive relationship with the trade unions and associations representing staff groups across the organisation, through which meaningful consultation and negotiation on Service issues takes place. The Service regularly monitors Trades Union Facilities Time and publishes information in line with reporting requirements for public sector organisations outlined in The Trade Union (Facility Time Publication Requirements) Regulations 2017.

3.2.8 Public consultation to listen to stakeholders and inform decision making is undertaken where required and expected. Extensive consultation was undertaken during the Authority's Risk Review and creation of the Safety Plan. The consultation process enables our staff, the public and other stakeholders to have their say on how their fire and rescue service should operate in the future.



DRAFT ANNUAL GOVERNANCE STATEMENT FOR HAMPSHIRE & ISLE OF WIGHT FIRE AND RESCUE AUTHORITY

3.2.9 Extensive consultation was also undertaken for the proposed creation of a Combined Fire Authority (CFA). The consultation enabled our staff, the public and other stakeholders to have their say on how their fire and rescue authority should operate in the future. These processes were quality assessed by the Consultation Institute and found to have conformed to best practice.

3.2.10 The Authority has a long history of collaborative working with partner agencies. In particular, with Hampshire County Council as part of the Shared Services Partnership and blue light collaboration with South Central Ambulance Service (SCAS) and Hampshire Constabulary which continues as business as usual. The COVID-19 pandemic has really demonstrated the need for collaboration, all working together towards the same goal. The Service has continued to work closely with the Local Resilience Forum (LRF), Local Authorities and the National Health Service (NHS) as well as our blue light partners, to ensure good governance and robust frameworks in the collaborative environment. The Authority receives an annual report which explains the collaborative work that has taken place and demonstrates how we are effectively complying with the Policing and Crime Act 2017 and the Fire and Rescue Services National Framework.

3.3 Defining outcomes in terms of sustainable economic, social and environmental benefits

3.3.1 The role of scrutiny in good governance is reflective of the decisions on outcomes to be achieved.

3.3.2 Delivery of fire and rescue services and the associated community safety activity remains the Authority's core activity.

3.3.3 In February 2020, the Authority approved the Hampshire and Isle of Wight Safety Plan 2020-2025. It sets out our five-year strategy that establishes a long-term approach to achieving our purpose of 'Together We Make Life Safer' and to ensure we constantly provide a service to our communities that makes life safer and that our staff are proud to deliver.

3.3.4 The Safety Plan sets out our approach, and that we are keen to consider how we make life safer and have therefore taken a wider view of risk and safety in our approach.

3.3.5 Year two of the Safety Plan has now been completed. Performance against the priorities is measured and reported to the Authority in mid-year and end of year performance reports, with the latest performance report submitted to the Authority in June 2022, alongside the Safety Plan progress report.

3.3.6 Our ongoing and live strategic assessment of risk provides the understanding for us to set out our services and priorities to manage, control and mitigate that risk. We also consider the learning from significant events locally, regionally, nationally and internationally to inform our planning. Whilst also, gaining information about best practice from inspections by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), as well as from other internal and external assurance activity, which is outlined in our assurance procedure and the associated annual assurance programme.



DRAFT ANNUAL GOVERNANCE STATEMENT FOR HAMPSHIRE & ISLE OF WIGHT FIRE AND RESCUE AUTHORITY

3.3.7. Our Safety Plan is underpinned by our strategic assessment of risk, which is a detailed and constantly updated analysis, developed by:

- Identifying risk
- Assessing the risk
- Prioritising the risk
- Mitigating the risk
- Reviewing the risk.

3.3.8 To achieve our purpose, we must fully understand the risks that our communities face. By engaging with those most affected by the risks identified, we can create the most effective services to protect them. On this basis we have developed five priorities that we are committed to for the life of the Safety Plan:

- Our communities
- Our people
- Public value
- High performance
- Learning and improving

3.3.9 These focus our resources to the relevant community risks, environmental risks and economic risks, , as well as other risk identified through an ongoing PESTELO analysis that forms part of our live strategic assessment of risk. It also provides focus on organisational improvements to support our service delivery to ensure that we are efficient and effective. We must constantly reassess our communities to make sure our assessment of risk is still accurate.

3.3.10 The Safety Plan is underpinned by detailed Directorate plans and our Service change portfolio of projects and programmes which is monitored through the Policy, Planning Assurance Board and its Integrated Performance and Assurance Group (IPAG). Progress against these plans is monitored through regular performance updates to assess the deliverables reporting to the Executive Group and the Authority on an exceptions basis when required.

3.3.11 The Directorate Plans provide the link from the Safety Plan through to an individual's objectives and goals and enables everyone to see how the work they do contributes to the bigger picture and the Safety Plan.

3.3.12 People Impact Assessments (PIAs) are used to identify any significant impact on people, and, those who share a characteristic which is protected under equality law. Impact Assessments also identify any environmental, economic and legislative risks. Impact Assessments are carried out prior to implementing a policy, procedure, change or decision with a view to ascertaining its potential impact. Impact Assessments are also carried out during formal report writing to identify any impact on the recommendations within reports. with a screening tool developed to help our people understand when supplementary (Stage 2) impact assessments are required.

3.3.13 The Service's Change Management Framework and its supporting procedure has a core focus on the outcomes and benefits achieved by projects and programmes (change activity) – with these being considered throughout the lifecycle of change activity. In 2021, the Change Management Framework was independently audited by our internal auditors who concluded it provided 'substantial' assurance with: *"A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited."*

3.3.14 The Service uses internal audit and our risk-based internal audit plan as a core part of our annual assurance programme, as a 'third line of defence'. There is regularly reporting into the Standards & Governance Committee on progress of any audit management actions (recommendations), with extensive internal reporting and monitoring as well – including into Executive Group, Directorate Boards and the Integrated Performance and Assurance Group (IPAG).

3.3.15 Furthermore, a Service Learning Tool (capturing all organisational learning, including from, but not limited to, operational incidents; prevention and protection activity; projects, programmes and change activity; and wider staff feedback) is now in place with further work planned to communicate to our staff more widely on action taken in response to their feedback – via a “You Said, We Did” page on our intranet.

3.3.16 Since taking the advantage of technology for holding remote meetings, many internal Service meetings and those Member, officer meetings that are not public, such as Chairman’s Briefings and the Authority Policy Advisory Group continue to be held remotely in order to save Member and officer time, travel and carbon emissions.

3.4 Determining the interventions necessary to optimise the achievement of the intended outcomes

3.4.1 The role of scrutiny in good governance is reflective of the decisions on interventions/services necessary to achieve the outcomes.

3.4.2 There are clear guidance and protocols for decision making. The involvement of legal and finance officers in all significant decisions of the Authority ensures that decisions are only made after relevant options have been weighed and associated risks assessed.

3.4.3 The budget setting process is well established and prioritises budgets and spending to achieve intended outcomes. Budget setting and medium term financial planning follow seven financial principals adopted by the Authority:

- A corporate approach will be taken to the development of budgets and savings programmes
- Savings delivery will be planned so that savings are delivered at the optimum time to balance the budget
- Financial planning assumptions will be realistic and prudent and will take account of pay and price inflation
- One-off and recurring growth will be limited
- Revenue contributions to reserves for capital investment, IT and other equipment replacement will be maintained
- The revenue budget and capital investment will be aligned with strategic priorities and risks
- Reductions in planned revenue contributions will be used as a last resort to balance the budget.

3.4.4 The Authority prepares its revenue budget on an annual basis, supported by periodic updates to its Medium Term Financial Plan and annual updates to its multi-year capital programme. This is supported by the Authority's Reserves Strategy, Treasury Management Strategy, and Capital and Investment Strategy. Financial resources are focused to deliver the Authority's aims and priorities over the short and medium term.

3.4.5 Risks associated with the delivery of Directorate plans and the Safety Plan are detailed in project, department and directorate risk registers and are escalated to the Organisational Risk Register when necessary. The risk registers evaluate the effectiveness of existing control measures as well as identifying proposed mitigation.

3.4.6 The Organisational Risk Register is in place to identify current operational and organisational risks that could affect delivery of the Service. The Organisational Risk Register is monitored by the Executive Group regularly and all Directorates maintain a Directorate Risk Register which feeds into the Organisational Risk Register should risks need escalating. The Authority regularly monitors the Organisational Risk Register through formal reporting. To ensure risks are captured efficiently and well managed with effective control measures, a Risk Management System has been implemented throughout the Service since April 2021. This system effectively manages risks in all of the risk registers in one place. It ensures the Authority determines relevant risks to delivery of the Safety Plan and has effective control mechanisms in place.

3.4.7 As a category 1 responder, the Service has played a key role in responding to the Covid-19 pandemic, both as an emergency service and as part of the Local Resilience Forum (LRF) command structure. This has included supporting other agencies to achieve their own outcomes during the crisis and working collaboratively.

3.5 Developing the entity's capacity including the capability of its leadership and the individuals within it

3.5.1 The role of scrutiny in good governance is reflective of the decisions to ensure that the organisation has the human and financial resources it needs.

3.5.2 The relationship between Members and officers is established on a professional culture of mutual respect, trust and co-operation. Within the Constitution, the Member officer Protocol is included providing clarification around the two roles.

3.5.3 The role of scrutiny by Members to holding officers to account is central to exercising effective governance. Members provide constructive challenge to officers, it is this 'critical friendships' that tests the reliability and consistency of advice, information and quality decision making.

3.5.4 The Authority holds pre-authority meetings which supports awareness and preparations. Effective questioning is a crucial component of constructive challenge offered by 'critical friends' and achieved through combination of good preparation, knowing which questions to ask and when to ask them; pre-meetings are helpful to determine how the meetings will be conducted.

3.5.5 A Member's Champion scheme is operated in support of an effective and professional relationship between Members and officers in which both understand each other's role. Officers engage proactively to provide information and in support of scrutiny activity, using their professional expertise to help Members better understand the context within which the organisation is operating and make robust judgements about performance. The current focus areas for Member Champions are: Governance, Performance, People, Community Safety and Carbon reduction.

3.5.6 The Authority has appointed substitute Members to its two standing committees. This means that any potential attendance and representation issues are addressed. These formal appointments ensure that appropriate governance is in place to ensure lawful decision making when substitute members attend meetings.

3.5.7 Members receive copies of key internal staff communications.

3.5.8 Members' knowledge and understanding is developed through the delivery of an induction programme and periodic training and awareness sessions. Both Members and officers enjoy Local Government Association (LGA) membership that entitles them to attendance at training and conferences, targeted at raising awareness of national themes and in development of their leadership and scrutiny roles.

3.5.9 Members attend the Authority Policy Advisory Group (APAG) meetings which are delivered during the year. The meetings are chaired by the Chief Fire Officer and facilitate the two-way exchange and update of information between Members and officers. It is a forum providing the opportunity for Members and officers to informally discuss and shape policy. The Group receives updates on matters of interest and considers the future strategic direction of the Authority and Service business.

3.5.10 To ensure capability of leadership, the Executive Group have been enrolled on to the Institute of Directors (IOD) Certificate in Company Direction, with professional membership to the IOD included. The leadership training ensures professionalism of the Executive Group, governance and leadership, imparting wider benefits of resilience and skills to the Service.

3.5.11 The Authority, its committees and the Chief Fire Officer have access to a full range of professional advisers to enable them to carry out their functions effectively and in compliance with statutory requirements. Some legal and democratic services are provided through service level agreements with Hampshire County Council (HCC). The shared service partnership with HCC and Hampshire Constabulary provides a wide pool of professional advice for areas such as human resources, finance and procurement.

3.5.12 The development of our People and Organisational Development Directorate (POD) has created a Learning and Development function under the same leadership, which delivers operational training including incident command, leadership and management as well as commissioning technical and professional development provision such as health and safety qualifications and apprenticeship programmes.

3.5.13 Our POD Directorate plan identifies leadership and management development as a strategic priority. Delivery of leadership and management training to supervisory and middle managers across the organisation has progressed virtually and will also be delivered in person when appropriate to do so. The content our leadership and management training align with the National Fire Chiefs Council (NFCC) Leadership Framework and the Fire Standards Code of Ethics, as well as our own Service Values.

3.5.14 We use insights from our wellbeing survey, internal and external data analysis, HMICFRS inspections, internal audits and peer reviews alongside feedback from our staff network groups and management forums to inform our POD Directorate plan. This seeks to make our organisation a great place to work for everyone whilst delivering excellent services to our communities through a professional, well equipped and agile workforce.

3.5.15 Our priorities are captured within the Safety Plan and include the importance that our staff at all levels are skilled and feel equipped to undertake their responsibilities. We align the skills and capabilities of our teams to ensure they can perform at the highest levels, based on our priorities. Our Leadership Development Framework supports the growth of our staff in their capacities as both leaders and managers.

3.5.16 It is vital that we have the right people in the right roles to be effective. We must focus on our recruitment to find and retain talented people who embody the values we feel are central to representing our organisation. Embedding our values throughout our recruitment processes continues to help us to build a great working environment of which our workforce will be proud.

3.5.17 HIWFRS regularly reviews the shape of its workforce against the context of its capacity and capability requirements to meet the needs of communities. This then informs a range of strategies such as recruitment, retention and people development in order to provide effective leadership and deploy appropriate resources to meet the needs of the service.

3.5.18 HIWFRS is developing a culture of on-going coaching style conversations which focus upon high performance in all aspects of our work. Staff take personal responsibility for their own performance and how this contributes to the overall performance of their team. They are encouraged to use the range of learning opportunities that are available across the organisation.

3.5.19 The Service is committed to driving high performance by unlocking the potential of all employees. There is a revised Personal Development Review (PDR) system, with personal goals and objectives to link back to the objectives within directorate plans, priorities within the Safety Plan and behaviours linked to the organisational values. This focus on performance will ensure we deliver the best possible service to the communities we serve.

3.6 Managing risks and performance through robust internal control and strong public financial management

3.6.1 The role of scrutiny in good governance is reflective of the decisions regarding the adequacy of progress and associated risk management arrangements.

3.6.2 The Authority operates a risk management methodology following the Risk Management Policy, with oversight of the arrangements provided by the Policy, Planning and Assurance Board, which reports to the Executive Group. To ensure the most effective management of risks across the Authority and to ensure continued delivery of the Safety Plan priorities, a new risk management system was introduced to the Service on 1 April 2021.

3.6.3 Performance management is in place to measure progress against aims and priorities to prompt remedial action where appropriate. The Policy, Planning and Assurance Board provides scrutiny of the performance management process as do the other Directorate Boards. The Directorate Boards are supported by other forums and Groups, such as the Integrated Performance and Assurance Group (IPAG) and Operations Performance Board to support good performance management and scrutiny across the Service.

3.6.4 The Executive Group reviews key performance indicators (KPIs) on a regular basis and the Chief Fire Officer holds Directors to account for performance of their areas across the organisation.

3.6.5 The Authority has a framework for regularly monitoring its performance with timely and relevant information. The Authority holds the Chief Fire Officer to account and receives regular performance reports at its public meetings.

3.6.6 The internal management structure operates under a structure that promotes improved efficiency, effectiveness and improvement of its ability to make communities safer.

3.6.7 We compare our performance to that of other fire and rescue services; for example, we make use of national benchmarking information. This continues to show that we are performing well when compared with other similar fire and rescue services.

3.6.8 The Internal Audit Plan was developed to operate at a strategic level, providing a value-adding and proportionate level of assurance aligned to the Authority's key risks and priorities. This includes a regular review of the organisation's risk management processes.

3.6.9 The Internal Audit Plan incorporates provision for both proactive and reactive counter fraud and corruption work, which is underpinned by an Anti-Theft, Fraud, Corruption and Bribery Policy. The Service's approach is to identify areas that could present greatest risk or where managers have identified indicators that improvement is needed.

3.6.10 The delivery of the resulting Internal Audit Plan enables the Chief Internal Auditor to provide an annual report providing an opinion on the overall adequacy and effectiveness of the framework of governance, risk management and control which is reported to the Authority, and later published within the Annual Statement of Accounts in compliance with statute.

3.6.11 The Authority's Standards and Governance Committee (S&GC) has a clear terms of reference, to provide an effective source of scrutiny, challenge, and assurance regarding the arrangements for managing risk and maintaining an effective control environment. The S&GC considers the delivery and outcomes of the Internal Audit Plan, along with scrutinising the Service's performance in delivering against agreed actions.

3.6.12 The Authority has strong financial management arrangements at both the strategic and operational level and consistently obtains unqualified opinions for its annual accounts and value for money assessments. The Section 151 Officer is the Chief Financial Officer and all formal significant financial decision making has the benefit of advice and review from this officer or the wider finance team.

3.6.13 Financial management in key risk areas across the organisation, focusses on activity and performance management alongside the budget management processes. The Financial Management Framework throughout the organisation is appropriately advised and supported by the finance team. Training is provided to new budget managers to enable them to effectively use the suite of financial reports made available through the shared services portal and to ensure roles and responsibilities are understood. This is supported by access to online guidance and advice from the finance team in addition to bespoke workshops on specific aspects of financial management when required.

3.6.14 The Authority updated its Medium-Term Financial Plan (MTFP) when setting its budget for 2022/23. The MTFP covers the three-year period to 2024/25, however the single year Local Government Finance Settlement for 2022/23 means there is increased uncertainty when planning for the second and third years of this period. This is in addition to the uncertainty created by the current economic climate, particularly the ongoing impact of inflation. The risks associated with this uncertainty are mitigated by the use of prudent financial assumptions within the MTFP and the contingencies built into the budget. Further mitigation comes from the level of reserves held by the Authority and the contributions to reserves that continue to be built into the base budget. The MTFP and in-year financial position are monitored by our Executive Group and are regularly formally reported to the Authority at its public meetings.

3.6.15 Financial planning and management are fully integrated with, and driven by, the corporate planning and monitoring processes set out above. This includes processes for the forward planning of expenditure, consultation on budget proposals, setting and monitoring income and budgets, and the completion of final accounts. The Treasury Management Strategy is reviewed regularly and approved by the Authority annually with the budget. The Authority also sets out its Capital and Investment Strategy and Reserves Strategy as part of its budget setting process, both of which are important parts of the Authority's overall financial management.

3.6.16 The new Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management (FM) Code was formally adopted across local government from the 2021/22 financial year. The FM Code sets out the six principles of good financial management, which it then translates into a list of financial management standards which local authorities should test their conformity against. The Service has undertaken an assessment of its compliance with all the financial management standards in the Code. Based on this, the Authority has ascertained that it is compliant with the Code. Although compliant, the Executive Group has discussed opportunities to further enhance the Authority's financial management and will continue to actively do so as opportunities arise.

3.7 Implementing good practices in transparency reporting and audit to deliver effective accountability

3.7.1 The role of scrutiny in good governance is reflective of the decisions on what will be reported to the public in order to ensure transparency and practice accountability.

3.7.2 The Authority meetings are open to the public and reports are written in an understandable style appropriate to the audience and published on the website ensuring that they are easy to access and interrogate. Authority meetings remained open to the public during the Coronavirus Pandemic, ensuring transparency and accountability.

3.7.3 The Authority publishes data in line with the Local Government Transparency Code 2015 to provide open data sources ensuring transparency and accountability.

3.7.4 We use social media to demonstrate and highlight our response to incidents to the public, as well as raise awareness of safety messages, calls to actions and fire and rescue service campaigns.

3.7.5 Members provide performance oversight and bring a mixture of experience and expertise from their professional backgrounds as well as their time in politics. It is also important to have access to requisite knowledge regarding the subject matter, so Members are supported by officers for any knowledge needs. It is also necessary to co-opt independent expertise to support scrutiny so that constructive challenges are taking place from well-informed positions.

3.7.6 The 'Internal Audit Charter' is presented annually for approval by the S&GC. The purpose of the Internal Audit Charter is to formally define its purpose, authority, and responsibility. The Chief Internal Auditor has direct access to elected Members of the Authority and those who serve on the S&GC.

3.7.7 The on-going work of Internal Audit is presented routinely through the progress reports to the S&GC, providing an overview of Service performance. It considers delivery against the plan and the progress made by the Service in the implementation of management actions that have been agreed to mitigate risks identified through internal audit work.

3.7.8 Where appropriate, Internal Audit will gain assurances from third parties to contribute to their overall assurance opinion.

3.7.9 Representatives of External Audit routinely attend S&GC meetings and present external audit reports. Any recommendations for corrective action detailed within internal or external audit reports are highlighted to Members.

3.7.10 Financial reporting complies with relevant statute, codes and good practice guidance. Financial and performance information are reported consistently throughout the year. Where relevant and appropriate, performance comparisons are made to other organisations.

3.7.11 The Authority has a community interest company, 3SFire. The company operates under the governance of a Board of Directors and the 3SFire CIC Stakeholder Committee. The 3SFire CIC Stakeholder Committee ensure appropriate controls and scrutiny are in place for the trading company. To ensure and maintain separation of the Service and 3SFire CIC, which are separate legal entities, the internal governance of reports and performance is monitored by the Company Board and is reported to the Authority at its public committee meetings twice yearly, or as needed. 3SFire CIC are bound by the Regulator of Community Interest Companies (CIC) which requires full compliance with the regulation in order to operate.

3.7.12 Our Pay Policy Statement is approved annually by the Authority and published on the Service's website.

3.7.13 Governance of our internal safeguarding arrangements are provided through various safeguarding audit activity work which is generated from both the local Adults Safeguarding Boards and the Local Children's Safeguarding Partnership.

3.7.14 The implementation of an Officer Scheme of Authorisation as part of the Corporate Governance Framework has provided the ability to ensure effective accountability of officers.

4. Obtain assurances on the effectiveness of key controls

4.1 Key controls relating to risks, internal control (including financial management) and governance processes are identified by senior managers as part of the governance framework.

4.2 Senior managers complete the annual Certificate of Assurance which is a self-assessment and declaration that they and their teams are familiar and operate within policy and internal control mechanisms.

4.3 The Authority receives an Annual Assurance Statement which is published on the website. The Annual Assurance Statement provides an accessible way in which communities, local authorities and other partners may make a valid assessment of their local fire and rescue authority's management of performance and key controls on financial, governance and operational matters and show how they have due regard to the expectations set out in the IRMP.

4.4 Risks are managed as determined by the Risk Management Policy and progress monitored through risk registers.

4.5 Internal Audit, as part of its planned review of internal controls, regularly evaluates the key controls to determine their adequacy and carries out tests to confirm the level of compliance. An audit opinion on effectiveness is provided to management and any actions for improvement to be agreed.

4.6 The Authority prides itself on being a professional learning organisation that actively seeks challenge and review.

4.7 Following the Covid-19 inspection of 2020, which concluded they were impressed by how the service adapted and responded to the pandemic effectively to fulfil its statutory functions, protect the public and support staff wellbeing, we have continued and expanded work with partners as part of our pandemic response and we have also taken action in the three areas of focus that HMICFRS identified in that inspection.

4.8 More specifically, there has been extensive work on hybrid working to ensure it is possible at HQ and stations, with staff recording site attendance via an App; as well as a wide range of work to ensure sites can support vaccination efforts, most significantly in Basingstoke fire station as a vaccination centre that delivered over 150,000 vaccinations (saving approximately 200 lives) and various pop-up vaccination clinics. Finally, various critical estates work, aligned to the design principles has continued despite Covid-19.

4.9 Our ICT environment has been critical to the maintenance of critical services and business and usual activity, with the use of Teams well-established and crucial, as has been the provision of necessary IT, IT security and two-factor authentication, DSE and other equipment to staff to support homeworking. This has led to positive impacts to the environment, e.g., with reduced commuting time, reduced costs to some staff and the Service (e.g., reduced use of Pool cars and reduced travel and subsistence).

4.10 There has also been a significant focus on staff wellbeing, such as sessions on nutrition, rest, and recovery (supported by survey insights and communications), which have been delivered differently and been well-received. There is also an ongoing focus on business continuity and degradation planning across all departments, which goes wider than Covid-19 but has been accelerated by it.

4.11 Wide ranging and ongoing support to partners, e.g., in terms of people (extracted and voluntary vaccinators, mortuary drivers, and extracted ambulance driver support in the first wave), and IT and estates (e.g., to support vaccination efforts); as well as significant support in and around the Hampshire & Isle of Wight Local Resilience Forum. Covid-19 has strengthened our relationships with partners and means we are well-placed to further develop our strategic relationship with health, for example, through our ongoing Health Partnerships project and current support to health partners on mass vaccination, ambulance driving, cardiac arrest and falls response.

4.12 The pandemic changed our incident profile by reducing and changing the number of incidents we attended, and the first wave impacted our fire safety audit and safe and well visit activity. However, throughout the pandemic we have maintained our core statutory functions, while also supporting partners on a voluntary basis. With the fluctuating restrictions, we have developed degradation plans that ensure the maintenance of critical activity, whilst protecting both our staff and the public. We also have well-established governance to coordinate our response and recovery activity; interrogate our sickness, availability, and resourcing levels; and ensure robust control measures have been in place. Our health and safety approach has also been peer reviewed and audited, with positive conclusions.

4.13 Throughout the pandemic we have kept a lessons log both locally and collectively with our Local Resilience Forum. Additionally, ongoing conversations are taking place through our Health Partnerships project to incorporate some of these supporting activities into our business-as-usual resilience plans with Health colleagues. This project will track and monitor benefits. Reviews and lessons learned were also captured from the additional activities we have already undertaken to support partners.

4.14 In June 2021, the HMICFRS published [a letter](#) outlining our comprehensive response to their cause for concern (on the Service not doing enough to be an inclusive employer) from the 2018 inspection. The HMICFRS letter considered the documentary evidence we provided in relation to the progress being made on the cause of concern and they concluded:

“[HMICFRS] are encouraged by the work that is in progress to improve the values and culture of the service, and to become a more inclusive employer. We welcome the new frameworks, policies and associated improvements made to date, and recognise the fresh beginning a new service offers.

It is pleasing to see that the results of the recent surveys recognise the improvements made. However, while there has been good progress, it will take time for these improvements and the transition to the new service to become established. We will therefore inspect this cause of concern as part of your round 2 scheduled inspection in 2022.”

4.15 The next inspection of HIWFRS, our first as a combined Service, took place between April and June 2022, with a final report set to be published by the end of 2022. We welcome the opportunity to demonstrate the progress that has been made across the Service since 2018, as well as the opportunity to capture learning or improvements.

4.1.16 The Fire Standards Board continues to consult on the development of new Standards. Officers and their teams have been proactively engaging in the process and have fed into the development of all Standards. This assists us in our planning and assurance around each Standard, the process for which is outlined elsewhere in this Statement. Once a new Fire Standard is published, there is a thorough assessment and analysis of our current compliance with it. These assessments are published internally and reported into the Executive Group, Chief Officer's Group, and Integrated Performance and Assurance Group (IPAG) – with six-monthly reporting into the Fire Authority. The Service's current compliance assessment against the Fire Standards is quality assured by the Organisational Assurance team who also publish background information to all our staff, via our intranet on the Fire Standards Board, approved Fire Standards and what their requirements ('desirable outcomes') are.

4.1.17 Other external reviews include the following:

- ISO27001 Information Security Audit accreditation meaning that HIWFRS are compliant to the internationally recognised information security standard.
- Complete annual Code of Connection (CoCo) review and Home Office submission for our Emergency Services Network (ESN) connectivity.
- Complete annual audit and Code of Connection (CoCo) statement return for emergency communications
- Annual penetration tests by authorised third-party companies to conform to ISO27001, Public Sector Network and Emergency Services Network accreditation requirements.
- Inspection from HMI covering ICT management activities, methodology, technology and Security.
- Complete audits of ICT functions conducted by the Southern Audit Partnership, two to four audits per year of our operational teams and or processes.
- Monthly Internal audits assessing the competence and compliance of ICT staff in line with the ISO27001 scope, standards and requirements.
- Quarterly tabletop exercises relating to ICT scenarios testing business continuity plans, disaster recovery plans and day to day processes*
- The National Fire Chiefs Council (NFCC) have published a Fire and Rescue Service (FRS) Safeguarding Guidance document which includes a requirement to provide a self-assessment return.
- Peer review of the Combined Fire Authority (CFA) project management activities and method.

5. Evaluate assurances and identify gaps in control/assurance

5.1 One of the key elements of the Corporate Governance Framework and the production of the Annual Governance Statement (AGS) is the methodology applied to obtain the necessary assurance. This has included:

- a self-assessment assurance statement (certificate of assurance) being sent every year to members of senior management.
- consultation with other relevant officers throughout the organisation.

5.2 The Certificate of Assurance covers a range of corporate governance and assurance issues, and they refer to the existence, knowledge and application within departments of governance policies generally.

5.3 The HIWFRS Corporate Governance Framework illustrates how decisions are made and by whom. This Framework works alongside the HIWFRA Constitution to ensure clarity around all governance arrangements. To provide a greater understanding around this an HIWFRS Corporate Governance procedure has been created which contains an Officer Scheme of Authorisation. This provides further assurances to all stakeholders on governance arrangements.

6. Action Plan ensuring continuous improvement of the system of governance

6.1 There is a requirement for the AGS to include an agreed action plan showing actions taken or proposed to deal with significant governance issues.

6.2 The HIWFRS Corporate Governance Framework provides a robust mechanism to ensure significant governance issues are identified, and an appropriate action plan is agreed to continue improvement of the system of governance.

6.3 The following identifies the actions to ensure continuous improvement of key governance issues that will be carried out over the next year 2022-2023:

6.3.1 To continue investment into our Carbon reduction plans, including electric vehicle charging points across the estate.

6.3.2 To publish our Inclusive Service Strategy and work with Network Groups and stakeholders to develop an underpinning action plan with appropriate oversight and governance.

6.3.3 To undertake a review of governance frameworks and their supporting Policies, Procedures and Guidance.

6.3.4 To deliver Phase One of the Community Risk Management Plan (understanding risk, issues, challenges and opportunities in Hampshire and the Isle of Wight).

6.3.5 Undertake an external value for money assessment on HIWFRS which follows on from the baseline benchmarked data provided through the 2020 assessment.

6.3.6 To develop a Wellbeing Strategic Plan, addressing the finding from the wellbeing survey.

6.3.7 Across all Directorates, progress our maturity and compliance with Fire Standards.

7. In response to the Action Plan outlined in the 2020/21 Annual Governance Statement for Hampshire Fire and Rescue*:

7.1 There is a requirement for the AGS to include reference to how issues raised in the previous year's AGS been resolved.

7.2 The following identifies the actions resolved in 2021/2022:

7.2.1 The Corporate Governance Framework has been updated as a result of restructures at Director level and the Corporate Governance Framework and associated documents are available for all staff.

7.2.2 As a result of the Combined Fire Authority, an Authority Member Allowances review has been carried out and approved by the Authority in February 2022.

7.2.3 The Authority's new governance arrangements for the Combined Fire Authority are working effectively and efficiently.

7.2.3.1 The Constitution has been kept up to date with the addition of substitute members to the Authority's standing committees to help ensure attendance and representation issues are addressed.

* This is the response by Hampshire and Isle of Wight Fire and Rescue to the relevant actions carried over to the new Authority from the 2020/21 Hampshire Fire and Rescue Authority action plan.

7.2.3.2 The new CFA existed in "shadow form" from 1 April 2020 to 31 March 2021 and then moved into full operation with effect from 1 April 2021. During the "shadow period", elected members were successfully appointed by the Constituent Authorities in accordance with the Combination Scheme. Those appointments continued when the Authority went into full operation on 1 April 2021, ensuring continuity. Members were (and continue to be) required to complete required declarations of interests on appointment, which are published in accordance with transparency requirements. The Constituent Authorities re-appoint their members to the CFA at their Annual General Meetings each year in May. Therefore, each constituent authority reappointed their allotted members in May 2021 and again most recently in May 2022.

7.2.3.3 During the shadow period, robust arrangements were put in place to ensure appropriate governance of the "shadow authority", but in a way that anticipated the Authority coming into full operation on 1 April 2021. This included:

1. adoption of a Constitution containing key governance documents, including Standing Orders, Scheme of Delegation, Member Code of Conduct, Financial Regulations and Contract Standing Orders.
2. the appointment of statutory officers (Clerk/Head of Paid Service, Chief Financial Officer, and Monitoring Officer).
3. the appointment of "Independent Persons" to assist the Authority in dealing with complaints against elected members, as required by legislation.
4. the approval of arrangements to ensure statutory democratic processes are complied with (i.e., publication of agendas and papers for formal meetings, retention of minutes etc).

7.2.3.4 As a result of the planning and preparation that took place during the shadow period, the new CFA moved seamlessly into full operation on 1 April 2021 and successfully held its first formal public meeting in April 2021, and its first full Annual General Meeting in June 2021. At the Annual General Meeting in June 2021, the usual governance requirements comprising election of Chair and Vice Chair, approval of the proportionality table, appointment to standing committees and approval of constitutional documents were successfully completed. The Authority also approved dispensations to avoid any conflict issues in relation to setting the Council Tax precept and approving the Member Allowance Scheme.



DRAFT ANNUAL GOVERNANCE STATEMENT FOR HAMPSHIRE & ISLE OF WIGHT FIRE AND RESCUE AUTHORITY

7.2.3.5 The new Authority now has well developed governance arrangements, built on past experience of HFRA's governance arrangements and also the preparatory work done during HIWFRA's shadow period. The governance arrangements include dedicated governance staff within HIWFRA, who work closely with HIWFRA's Monitoring Officer and Democratic Services staff in Hampshire County Council to ensure compliance with statutory governance requirements. There is a well-established, detailed forward plan of business for the Authority, which ensures annual decisions in respect of governance matters are taken by the Authority at appropriate times during the Municipal Year. In addition, HIWFRA's governance staff and the Monitoring Officer are involved in assisting and advising officers to finalise reports for all items of business that go to Authority and Committee meetings. Well established "lead in times" are published within the Service, along with a checklist for officers at the front of the report template. This enables items of business to be developed with appropriate legal, financial and governance advice, for such items to be considered by senior officers at Exec Group, and then at Chairman's Briefing, before inclusion in the agenda for meetings. This ensures that decisions taken by the Authority are robust and lawful and comply with good governance requirements. The first year of operation of the full Authority has been a success with high attendance by members at meetings and no challenges to decision making".

7.2.4 The values and behaviours have been embedded into the organisation and incorporated into many of our processes for recruiting, developing and managing our people. To encourage behaviours that demonstrate the Values positively, we have introduced the Peer to Peer Recognition scheme whereby employees can nominate one another for positively role modelling the Service values.

7.2.5 The new Risk Management System is being embedded into the organisation to encourage good practices in risk management and reporting. Implementation of a risk management framework which has also included the use of a risk management system to monitor risk and mitigation at a corporate level.

7.2.6 A gap analysis of each of the Fire Standards as they are released, has been carried out to ensure the organisation is in a strong place and can give assurances to HMICFRS.

Declaration

We have been advised on the implications of the result of the review of the effectiveness of the governance framework and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions planned are set out in this statement.

We propose over the coming year to take steps to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

Chief Fire Officer

Date:

Signed:

HIWFRA Chairman

Date:



GLOSSARY

Accruals basis

Accounting for income and expenditure during the financial year in which they are earned or incurred, not when money is received or paid.

Actuary

A person or firm who analyses the assets and future liabilities of a pension fund and calculates the level of contributions needed to keep it solvent.

Actuarial gains and losses

These are changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions.

Amortisation

The process of writing down the cost of an asset or liability through depreciation or repayment of principle over a suitable period of time.

Asset held for sale

Asset that the Authority intends to sell within the next year and are actively marketed as such.

Budget requirement

Planned spending to be met from council tax, general Government grants and business rates.

Capital adjustment account

An account that reflects the difference between the cost of fixed assets consumed and the capital financing set aside to pay for them.

Capital expenditure

Expenditure on the acquisition or creation of a fixed asset or expenditure that adds to and does not merely maintain the value of an existing fixed asset.

Capital receipt

Proceeds from the sale of capital assets (e.g. land, buildings and equipment).

Chartered Institute of Public Finance and Accountancy (CIPFA)

The professional accountancy body for public services which recommends accounting practice for the preparation of local authority accounts.

Comprehensive Income and Expenditure Statement (CIES)

Statement that shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Contingent asset

A potential asset that is uncertain because it depends on the outcome of a future event.

Contingent liability

A potential liability that is uncertain because it depends on the outcome of a future event.

Council tax

A domestic property tax based on capital values with a personal element (a 25% discount for single-adult households). Each property is allocated to one of eight tax bands according to its capital value.

Creditor

An individual or body to which the Authority owes money at the Balance Sheet date.

Current asset

An asset that is realisable or disposable within less than one year without disruption to services.

Current liability

A liability that is due to be settled within one year.

Current service costs

The increase in the present value of pension liabilities expected to arise from employee service in the current period.

Debtor

An individual or body that owes money to the Authority at the Balance Sheet date.

Deferred liability

An amount owed by the Authority that will be repaid over a significant period of time.

Defined benefit pension scheme

A pension scheme in which a pensioner's benefits are specified, usually relating to their length of service and either final salary or average earnings.

Deposit

Receipt held that is repayable in prescribed circumstances.

Depreciated historical cost

The valuation of fixed assets at their original cost less depreciation charged to date.

Depreciated replacement cost

Relating to fixed assets, the current replacement costs adjusted for depreciation. This method of valuation is used when it is not practical to estimate the open market value for the existing use of a specialised property.

Depreciation

The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, the passage of time or obsolescence through technological or other changes.

Discretionary increase in pension payments

This increase arises when an employer agrees to the early retirement of an employee other than for reasons of ill health and agrees to pay pension benefits based on more years than he or she actually worked.

Earmarked reserve

See Reserve.

Exceptional item

An item identified separately in the accounts because of its exceptional nature to make sure the presentation of the accounts is fair.

Expected credit loss

An estimate of the losses an Authority expects it will incur from financial instruments

Expected loss allowance

The Authority is unlikely to recover some debts because something has happened since the debt was raised. An assessment of the reduction in recoverable debt is made both individually (for individually significant debts) and collectively.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's-length transaction.

Finance lease

Under this type of lease, the risks and rewards of ownership of the leased goods transfer to the lessee.

Financial instruments

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.

Fixed asset

An asset that yields benefits to the Authority and the services it provides for a period of more than one year.

General Fund

The accumulated credit balance on the General Fund. It is the excess of income over expenditure in the Income and Expenditure Account after adjusting for movements to and from reserves and other non-cash items. This balance is needed as a cushion against unforeseen expenditure.

Gross book value (GBV)

The original or revalued cost of an asset before the deduction of depreciation

Gross expenditure

The total cost of providing the Authority's services before deducting income from Government grants, or fees and charges for services.

Historical cost

The amount originally paid for a fixed asset.

Impairment loss

A loss arising from an event that significantly reduces an asset's value, such as physical damage or a fall in market value.

Internal trading account

A service within the Authority that operates on a trading basis with other parts of the Authority.

International Financial Reporting Standards (IFRS)

International accounting standards that govern the treatment and reporting of income and expenditure in an organisation's accounts.

Inventories

Goods that are acquired in advance of their use in the provision of services or their resale. At the year-end inventories are a current asset in the balance sheet and they will be charged to the CIES in the year they are consumed or sold.

Investment property

Property (land or buildings) that are held (by the owner or by the lessee under a finance lease) to earn rental income or for liability or both.

Lessee

The party that leases an asset that is owned by another party.

Lessor

The owner of an asset which is leased to another party.

Local Government Pension Scheme (LGPS)

The LGPS is a nationwide scheme for employees working in local government or working for other employers participating in the Scheme.

Long-term asset

An asset that may be held indefinitely for the provision of services or is realisable over a longer period than one year.

Long-term borrowing

A loan repayable in more than one year from the Balance Sheet date.

Long-term debtor

An individual or body that owes money to the Authority that is not due for payment within one year from the Balance Sheet date.

Minimum revenue provision (MRP)

The minimum amount (as specified in statute) which must be charged to the CIES each year and set aside as a provision for repaying external loans and meeting other credit liabilities.

Net assets

The amount by which assets exceed liabilities (same as net worth).

Net book value (NBV)

The value of an asset as recorded in the accounts. This usually equates to the net current replacement or original cost less any depreciation charged against the asset over its life to date.

Net current liabilities

The amount by which current liabilities exceed current assets.

Net worth

The amount by which assets exceed liabilities (same as net assets).

Non-ringfenced government grants

Amounts received from central Government towards funding the Authority's activities that are not required to be spent on a particular service.

GLOSSARY

Operating lease

Under this type of lease, the risks and rewards of ownership of the leased goods remain with the lessor.

Operational asset

A fixed asset held and occupied, used or consumed by the Authority in the direct delivery of services.

Past service cost

For a defined benefit pension scheme, the increase in the present value of the scheme's liabilities related to employee service from prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Payment in advance

A payment for a service due to be received in a future financial year.

Precept

The demand made by the Fire Authority on the collection funds maintained by the district councils for council taxpayers' contribution to its services.

Provisions

An estimated figure within the accounts for liabilities that are known to exist but cannot be measured accurately.

Public Works Loan Board (PWLB)

A central government agency that provides loans to local authorities at a slightly higher rate than the Government is able to borrow. In most cases, the interest rates offered are lower than local authorities can achieve in the open market.

Receipt in advance

A receipt that is attributable to a future financial year.

Related party

An organisation, body or individual that has the potential to control or significantly influence the Authority, or to be controlled or influenced by the Authority.

Reserve

The Authority's reserves fall into two categories. The 'unearmarked' reserve is the balance on the General Fund. An 'earmarked' reserve is an amount set aside in the Authority's accounts for specific purposes.

Revaluation reserve

Records unrealised net gains from asset revaluations made after 1 April 2007.

Revenue contributions to capital

The use of revenue funds to finance capital expenditure.

Revenue expenditure

The operating costs incurred by the Authority during the financial year in providing its day-to-day services. It is distinct from capital expenditure on projects that benefit the Authority over a period of more than one financial year.

Revenue expenditure funded from capital under statute (REFCUS)

Expenditure that is classified as capital expenditure under statutory provisions but does not result in the creation or enhancement of fixed assets owned by the Authority. Such expenditure incurred during the year is treated as revenue expenditure and charged to the relevant service in the CIES.

Short-term investments

An investment that is readily realisable within one year.

Specific grants

Central Government grants provided for a specific purpose.

Straight-line basis

Dividing a sum equally between several years.

Surplus assets

Fixed assets held by the Authority but not directly occupied, used or consumed in the delivery of services. These are assets that do not meet the criteria to be classified as either investment property or assets held for sale.

Transfer value

The value of an employee's pension rights, which can be transferred from one pension scheme to another.

Useful life

The period over which the Authority will benefit from the use of a fixed asset.

Write-off

Elimination of an asset or liability over a defined period, usually by means of charging or crediting the CIES.



INDEPENDENT AUDITORS REPORT

Held for Independent Auditors Report

[To be prepared on the entity's letterhead]

[Date]

Ernst & Young

Grosvenor House
Grosvenor Square
Southampton
SO15 2BE

This letter of representations is provided in connection with your audit of the financial statements of Hampshire and Isle of Wight Fire and Rescue Authority ("the Authority") for the year ended 31 March 2022. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Authority financial position of Hampshire and Isle of Wight Fire and Rescue Authority as of 31 March 2022 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22
2. We acknowledge, as members of management of the Authority, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Authority in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22, and are free of material misstatements, including omissions. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

4. As members of management of the Authority, we believe that the Authority has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22, that are free from material misstatement, whether due to fraud or error. We have disclosed to you any significant changes in our processes, controls, policies and procedures that we have made to address the effects of the COVID-19 pandemic on our system of internal controls and the effects of the conflict and related sanctions in Ukraine, Russia and/or Belarus on our system of internal controls.
5. We believe that the effects of any unadjusted audit differences, summarised in the accompanying schedule, accumulated by you during the current audit and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and as such we have not corrected these differences.
6. We confirm the Authority does not have securities (debt or equity) listed on a recognized exchange.

B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Authority's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the [Council/Authority] (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:
 - involving financial improprieties;
 - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Authority's financial statements;
 - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Authority's activities, its ability to continue to operate, or to avoid material penalties;

- involving management, or employees who have significant roles in internal controls, or others; or
- in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions] are reflected in the financial statements, including those related to the COVID-19 pandemic and including those related to the conflict and related sanctions in Ukraine, Russia and/or Belarus.
3. We have made available to you all minutes of the meetings of the Authority and standards & governance committee (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: *[list date]*.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Authority's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the period end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the methods, significant assumptions and the data we used in making accounting estimates and related disclosures are appropriate and consistently applied to achieve recognition, measurement and disclosure that is in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22.
6. We have disclosed to you, and the Authority has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

7. From 01 April 2022 through the date of this letter we have disclosed to you, to the extent that we are aware, any (1) unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants) , to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate, and (2) ransomware attacks when we paid or are contemplating paying a ransom, regardless of the amount

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

We have recorded and/or disclosed, as appropriate, all liabilities related to litigation and claims, both actual and contingent.

E. Going Concern

1. Note [X] to the financial statements discloses all the matters of which we are aware that are relevant to the Authority's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans.

F. Subsequent Events

1. There have been no events , including events related to the COVID-19 pandemic, and including events related to the conflict and related sanctions in Ukraine, Russia and/or Belarus, subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Statement and the Annual Governance Statement.
2. We confirm that the content contained within the other information is consistent with the financial statements.

H. Climate-related matters

1. We confirm that to the best of our knowledge all information that is relevant to the recognition, measurement, presentation and disclosure of climate-related matters has been considered including the impact resulting from the commitments made by the Authority, and reflected in the financial statements.

2. The key assumptions used in preparing the financial statements are, to the extent allowable under the requirements of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22 , aligned with the statements we have made in the other information or other public communications made by us.

I. Ownership of Assets

Except for assets capitalised under finance leases, the Authority has satisfactory title to all assets appearing in the balance sheet, and there are no liens or encumbrances on the Authority's assets, nor has any asset been pledged as collateral. All assets to which the Authority has satisfactory title appear in the balance sheet.

J. Reserves

1. We have properly recorded or disclosed in the financial statements the useable and unusable reserves.

K. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and IAS19 pensions liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

L. Estimates

1. We confirm that the significant judgments made in making the valuation of land and buildings and IAS19 pensions liability *estimates* have taken into account all relevant information and the effects of the COVID-19 pandemic of which we are aware.
2. We believe that the selection or application of the methods, assumptions and data used by us have been consistently and appropriately applied or used in making the valuation of land and buildings and IAS19 pensions liability estimates.
3. We confirm that the significant assumptions used in making the valuation of land and buildings and IAS19 pensions liability estimates appropriately reflect our intent and ability to carry out the specific courses of action on behalf of the entity.
4. We confirm that the disclosures made in the financial statements with respect to the accounting estimates, including those describing estimation uncertainty [and the effects of the COVID-19 pandemic, are complete and are reasonable in the context of the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2021/22
5. We confirm that appropriate specialized skills or expertise has been applied in making the valuation of land and buildings and IAS19 pensions liability estimates.

6. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements , including due to the COVID-19 pandemic.

M. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Yours faithfully,

Chief Financial Officer

Chairman of the Standards & Governance Committee



**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HIWFRA Standards and Governance Committee

Purpose: Noted

Date: **28 September 2022**

Title: **FIRE STANDARDS PROGRESS REPORT**

Report of Chief Fire Officer

SUMMARY

1. The purpose of this paper is to provide awareness of the National Fire Standards; and to provide the latest update on the alignment of our Service against the published standards.

BACKGROUND

2. As part of the reforms for fire and rescue services in England and the 2018 Fire and Rescue National Framework for England, a duty was placed on all fire authorities to implement professional standards and for the inspectorate to have regards to those standards as part of their inspections. The Fire Standards Board was created in 2019 to develop and introduce new standards to the fire sector, thus improving professionalism and driving sector improvement, with the first four standards publishing in February 2021.
3. The role of the Fire Standards Board is to oversee the identification, organisation, development, and maintenance of Fire Standards for fire and rescue services in England. The intention being to help identify what good looks like and drive continual improvement across the services for the benefit of the profession, the services and the communities served by them.
4. Following consultation, Standards are then published on the Fire Standards Board website accompanied by an implementation tool and supporting guidance, for fire and rescue services to assess their respective compliance. The Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) Inspection programme will also increasingly give due regard to our compliance with the standards.

HIWFRS FIRE STANDARDS APPROACH

5. HIWFRS officers contribute to the development of fire standards at every stage of the process. We have also been directly involved in the drafting of some Standards, including, but not limited to, Prevention, Protection, Safeguarding, Fire Investigation and Emergency Preparedness and Resilience.
6. Once a Standard has been developed, it then enters a period of public consultation with HIWFRS ensuring our response is led by an internal Subject Matter Lead. Following consultation, the Standards are then published along with the implementation tools and supporting guidance. At this point, our Organisational Assurance Team engage with the relevant responsible department within the Service to complete an initial assessment of where HIWFRS is against the requirements of the Standard.
7. This initial assessment consists of a gap analysis followed by an assessment of our levels of assurance using the three lines of defence assurance model from our Assurance Procedure (Appendix A).
8. Using this information, we will then mark each individual requirement with an initial assurance rating:
 - (a) **Not applicable** – in exceptional cases certain requirements of a Fire Standard may not be applicable to HIWFRS and the way we operate. The only current example of this is within the Protection Standard where Petroleum or Explosives regulation is not the responsibility of HIWFRS.
 - (b) **Limited** – there are few to no controls in place to adequately demonstrate compliance.
 - (c) **Reasonable** – there are several controls in place with a few changes required to adequately demonstrate compliance.
 - (d) **Substantial** – there many controls in place to adequately demonstrate compliance.
9. The detailed self-assessment undertaken is done for three main purposes: to track and assure ourselves of progress internally against all Fire Standards requirements, to support external assurance and scrutiny of the Fire Standards (including by HIWFRA), and to ensure we take action where needed by identifying areas for improvement.

10. The Organisational Assurance team then update the Service’s intranet page with links to evidence that demonstrate compliance with the requirements. As the Standards continue to be published, the Organisational Assurance team are developing an ongoing assurance programme for continual review with a more detailed assessment of our compliance. This will involve consideration of the outcomes and benefits detailed in each Standard.

FIRE STANDARDS – OUR CURRENT POSITION

11. As of the 9 September 2022, there were a total of 12 approved Fire Standards. The table below shows our overall assurance rating for each Fire Standard based on the cumulative ratings for each requirement:

Standard	Date Published	Assurance Rating
Operational Competence	16/02/2021	Substantial
Operational Learning	16/02/2021	Reasonable
Operational Preparedness	16/02/2021	Reasonable
Emergency Response Driving	16/02/2021	Substantial
Code of Ethics	18/05/2021	Substantial
Community Risk Management Planning	18/05/2021	Substantial
Prevention	30/07/2021	Substantial
Protection	03/09/2021	Substantial
Safeguarding	31/01/2022	Substantial
Fire Investigation	31/03/2022	Reasonable
Emergency Preparedness and Resilience	31/05/2022	Reasonable
Data Management	02/08/2022	Reasonable

12. There are a total of 155 individual requirements (‘desirable outcomes’) across 12 Standards that we have assessed ourselves against. We have reasonable or substantial assurance on vast majority of the requirements, with one requirement not applicable to HIWFRS.
13. It is important to note that the work required to meet certain requirements varies significantly owing to their differing size, complexity, and resourcing implications. For example, one requirement of the Operational Competency fire standard is to: “Deliver the strategic actions provided in the suite of National Operational Guidance (NOG), unless by evidenced exception a strategic action is not relevant to the service...”. NOG alone has some 1,600 actions, which will require Service investment to ensure we are compliant. There are also ongoing resource requirements to provide assurance on our progress for embedding the fire standards, and there may also be future resource requirements for additional roles providing assurance in other critical areas.

14. For the 9 requirements with limited assurance, various activity has been prioritised to develop our compliance. These relate primarily to:
- planned enhancements in our approach to Operational Learning, including reviewing the resources required in this area to deliver the fire standard, and embedding a revised process that has assurance and improvement for our people and communities at its heart.
 - Ongoing work and investment towards ISO accreditation for Fire Investigation, which is required to ensure we can continue to deliver fire investigation effectively, including for partners, in the future.
 - As part of the Data Management Standard, exploring ongoing opportunities to enhance our technical data capability by using advanced analytical techniques, as well as ensuring there is a competency framework in place for those staff analysing data and undertaking evaluations and research.

FIRE STANDARDS FORWARD LOOK

15. Subsequent Fire Standards progress reports will provide a more detailed breakdown of those individual requirements where we have limited assurance and outline the activity and/or improvements underway in those specific areas. It is also worth noting that two significant Standards – Leading the Service, and Leading and Developing People – are set to be published by the end of 2022. Currently, the consulted on versions of these Standards, which we are providing HIWFRS views on, have a total of around 40 requirements.

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

16. This activity is a Year 3 Safety Plan deliverable under the Learning and Improving Safety Plan priority.
- (a) “Providing ongoing integration and assurance of (approved and new) Fire Standards. Providing ongoing integration and assurance of (approved and new) Fire Standards.”
 - (b) “To ensure HIWFRS delivers against national best practice and identifies any risks that need to be resourced to; and to support the Service in embedding this activity into the core activity of all our Directorates.”

17. Compliance against, and focus on, Fire Standards also supports Our Communities by, for example, ensuring we have effective Community Risk Management Planning, prepared and competent operational personnel, and deliver robust and effective prevention, protection, and safeguarding activity for the benefit of the communities of Hampshire and the Isle of Wight. Furthermore, adopting the Fire Standards also ensures we are effectively supporting our people – their health, safety, wellbeing, and operational competence – with a focus, for example, also on the national Code of Ethics that is aligned with HIWFRS’s Values and Behaviours.
18. Adhering to the Fire Standards will also ensure that we are delivering high performance by ensuring our diverse teams are skilled and feel equipped to deliver a leading fire and rescue service.

COLLABORATION

19. Collaboration takes place with the Fire Standards Board, the National Fire Chiefs Council, the Local Government Association and various other fire and rescue services, including HIWFRS, in the development and implementation of new Standards across the Fire Sector.
20. Internally, various teams collaborate to ensure we have accurately assessed our assurance against each Fire Standard, and to monitor this on an ongoing basis, including with the Service’s Integrated Performance and Assurance Group, Chief Officer’s Group and Executive Group.

RESOURCE IMPLICATIONS

21. The volume of Fire Standards approved and planned and incorporation into HMICFRS inspection means the assurance activity has ongoing resource requirements. Fire Standard assurance is managed by the Organisational Assurance Team, with input from the relevant teams and specialists across HIWFRS. Each Fire Standard also has an Executive Group sponsor.

IMPACT ASSESSMENTS

22. Impact assessments have not been required for this report as the production of the report will not result in the implementation a new change activity, and/or introducing, or amending, a Service Policy or Procedure.
23. However, individual actions required to meet the requirements of each Standard will be subject to conformity with the Service’s Change Management and Impact Assessment procedures, and therefore may require unique impact assessments for those changes.

LEGAL IMPLICATIONS

24. Fire Standards are subject to scrutiny from the HMICFRS inspection, who in the latest inspection, provided an overview of our approach to Fire Standards assurance. They were particularly interested in actions and enhancements we had taken in response to this assurance activity, which at the time of the inspection totalled around 48 actions.

RISK ANALYSIS

25. Failure to comply with Fire Standards, in some areas, would mean that we are not meeting our statutory and legal responsibilities, including, but not limited to community risk management, emergency response driving, and complying with health and safety legislation when delivering operational response. The latter, as an example, could also have potential financial impacts were we found to be breaching health and safety legislation.
26. Failure to comply with the Fire Standards may also lead to reputational damage and missed opportunities to identify and embed learning and improvement, a priority of the Safety Plan. This will be subject to review by the HMICFRS who publish their findings nationally following an inspection.

EVALUATION

27. The Service's Organisational Assurance Team has developed a programme of quality assurance that will look to review each Standard by their 'Requirements,' 'Desired Outcomes' and their 'Benefits' as prescribed on the Fire Standards Board's website.

CONCLUSION

28. The Fire Standards Board is relatively new, but Fire Standards are of crucial importance to the sector and HIWFRA – and HMICFRS will hold us to account against them. Therefore, we recognise the importance of HIWFRS influencing and shaping the Standards through our early and ongoing involvement, including in drafting them.
29. We have robust mechanisms for reporting on Fire Standard compliance to provide internal and external assurance, and this includes Executive Group reporting. To date, there are 12 Fire Standards published, with various others being produced, including two leadership standards later this year. We are in a strong position currently with 94% reasonable or substantial assurance and have actions in train on the more limited areas. However, we must keep the organisational focus on Fire Standards, and will continue to provide members with assurance via regular updates.

RECOMMENDATIONS

30. That the Standards and Governance Committee notes the progress made towards compliance of HIWFRS's with the Fire Standards.
31. To note that: future funding will be required to ensure we are compliant with National Operational Guidance; that there are ongoing resource requirements to provide assurance on our progress for embedding the fire standards; and there may also be future resource requirements for additional roles providing assurance in other critical areas.

APPENDICES:

32. Appendix A - HIWFRS Assurance Procedure

BACKGROUND INFORMATION

33. <https://www.firestandards.org/>
34. <https://www.firestandards.org/approved-standards/>

Contact:

Alex Quick, Head of Performance, alex.quick@hantsfire.gov.uk, 07918 888146

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Description

This procedure describes the framework that Hampshire & Isle of Wight Fire and Rescue Service uses to ensure gain assurance that the services delivered are effective. It outlines roles and responsibilities, for the Fire Authority, Chief Fire Officer and Executive Group, through to managers and all staff and the systems in place to support ongoing evidence-based assurance.

The document should be read in conjunction with the Performance Procedure and is supported further by the Risk Management Procedure, Operational Assurance Procedure, Change Management Procedure and Internal Audit Procedure.

Hampshire and Isle Wight Fire and Rescue Authority the 'Authority' throughout this document.

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Purpose of the Procedure

This Procedure outlines the Organisation's framework for providing assurance on its business activities and sets out the monitoring and reporting responsibilities of the Authority, Executive Group, Directors, Managers and all individuals within the Organisation.

This Procedure outlines how business activities are facilitated, monitored and reviewed to provide assurance that they are delivering our core objectives and to identify areas of good practice and/or flag areas for improvement. This procedure is closely linked to the Organisation's Risk Management Procedure and to the Performance Procedure.

In the spirit of openness and transparency, and to provide clear accountability, this Procedure also supports the use of effective assurance systems and mechanisms across the Organisation as described further in the Operational Assurance Procedure, Change Management Procedure, Internal Audit Procedure and Impact Assessments procedure.

Understanding Assurance

The Organisation's definition of assurance is an independent and objective assessment that provides credible information to attain confidence in the delivery of its objectives, and to identify areas for improvement or good practice to disseminate across the Organisation

In the context of Hampshire & Isle of Wight Fire and Rescue Service (HIWFRS), the term **assurance** is used to mean the ways that the Organisations can ensure that the services it delivers to our communities and partners, and internally, are effective and efficient (in line with the budget and policies set by the Authorities on behalf of the public), are legislatively compliant and deliver improved outcomes.

In other words, the Organisation has an overall framework of controls that provides a verifiable evidence base of compliance with policy and procedures across the Organisation, within teams and Directorates, in every activity that the Organisation carries out to ensure that Together We Make Life Safer.

Assurance is a fundamental aspect of any public sector organisation that operates with transparency and accountability. For HIWFRS, the framework of controls that creates our assurance systems enables us to demonstrate to the Authorities that its policies are being delivered effectively and efficiently. It

also enables the Organisation to carry out its activities by carefully managing risks in delivery to maximise public safety outcomes within communities.

Whilst assurance itself does not deliver outcomes, effective assurance is a critical component of good governance. Good governance helps to build trust and confidence in internal and community-based service delivery.

High-quality assurance information enables better conversations about risks to successful delivery and helps the Organisations to focus on actions that will 'make the difference' – either by identifying areas for improvement or good practice to disseminate across the Organisation.

Principles of Assurance

The following principles underpin the Organisation's approach to creating and managing assurance:

Assurance by design

Assurance is not a one-off exercise, it is crucial and sustained activity – that is a core part of the Organisation's priorities, for example to be high-performing and learning and improving. Key aspects of assurance by design are to:

- Plan for assurance from the outset of activity and continue to monitor and iterate throughout the lifecycle of delivery and performance review.
- Make sure assurance is integrated and operating effectively across all '3 lines of defence', which is explained further later in this procedure.
- Incorporate lessons learned from relevant initiatives or activity (both within and outside the Organisation) into your assurance approach.
- Undertake risk and impact assessments when designing new systems, processes and policy, including for core delivery partner activities.

Flexible

Assurance is adaptable, and both proactive and reactive, to manage (potential or materialised) changes in scope, approach, delivery or risk profile.

Informs key decisions

Assurance activity provides timely and credible information to inform key decisions and evidence-based risk management across the Organisation.

Risk- and outcomes-based

Risks to successful delivery and their impact on outcomes should lead the decision for how assurance is assessed, and confidence is obtained:

- Make sure assurance is risk-based – in other words, there is a clear link between the planned assurance activities and the risks to achieving the outcomes, to ensure assurance activity is proportionate to risk.
- Make sure assurance is forward-looking and assesses delivery confidence rather than focusing solely on adherence to process or methodology.

Independent and impartial

Where appropriate, assurance is performed by competent people outside of the delivery team who are not unduly influenced by key stakeholders.

On occasions, this may require (either voluntarily or statutory) assurance activity to be carried out by people outside of the organisation – such as technical or project management consultants, internal auditors or Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

Accountability

Assurance roles and responsibilities at the governance level are understood, partly through, but not limited to, current Policy, Procedure and Guidance (within the Organisation's Policy, Procedure and Guidance (PPG) framework).

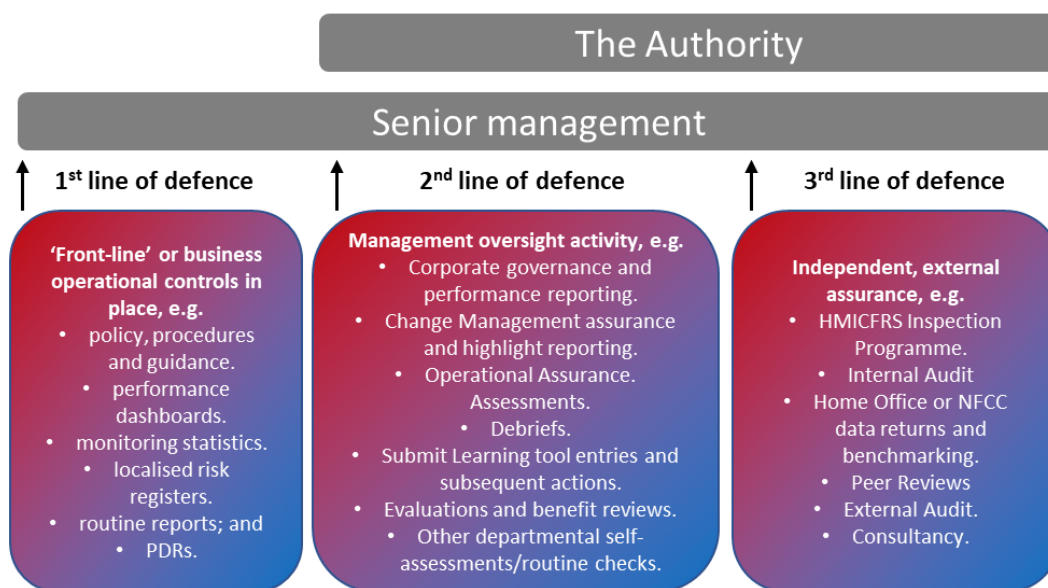
Assurance activities

To ensure assurance activities are independent and objective, it is crucial to create and embed a '*three lines of defence*'¹ model which is essential to the overall framework of control:

- The **first line of defence** can be described as the day-to-day management processes and controls that teams or Directorates have in place, including performance management.
- The **second line of defence** is the governance and oversight arrangements that exist and are specified within clear and signed-off terms of reference for decision-making bodies, such as the Directorate Boards and the Executive Group and the Fire and Rescue Authority (FRA).

¹ The '**3 Lines of Defence**' combined assurance **model** was **developed** in the 1990s. It was later adopted by the Basel Committee on Banking Supervision as a good **model** for internal control management and has been adopted across various organisations that focus on governance, i.e. the Institute of Directors (IoD), Chartered Institute of Internal Auditors (IIA) and others.

- The **third line of defence** is the independent assurance you obtain from Internal Audit and third-party assurance providers, such as HMICFRS.



For a specific (health and safety) example of the application of the three lines of defence, please refer to the assurance mapping section of this procedure.

First line of defence

The first line of defence is the 'front-line' or business operational controls in place. First line of defence activities can be, for example, policy, procedures and guidance documents, performance dashboards, monitoring statistics, localised risk registers, routine reports and personal development reviews that enable our teams to deliver their personal objectives against an overarching Safety Plan.

These mechanisms provide assurance that performance is monitored, risks are identified and addressed, and objectives are being achieved at a local level.

Below are some examples of our first line assurance activities, but there will be many more specific to activities based on the level of risk and impact to our Organisation's objectives:

- Safety Plan and Integrated Risk Management Planning
- Directorate Planning
- Assurance activity to ascertain how embedded organisational values and behaviours are
- Policy, Procedures and Guidance Framework and associated documents

- Organisational performance dashboards and reporting (both within and outside of the Service's Power BI reporting). Please also refer to the Performance Procedure and Data Quality Procedure
- Monitoring of data (and data quality) and information within the IBC Portal.
- Monitoring of data (and data quality) and information within Gartan
- Personal Development Reviews (number carried out and thematic issues raised within them)
- Monitoring of data (and data quality) and information within other bespoke IT systems
- Monitoring of, and implementing mitigatory activity from, risk registers (Organisational Risk Register, Directorate Risk Registers, project or programme risk registers, and team risk registers). Please refer to the Risk Management Procedure for further information.

Second line of defence

The second line of defence is the management oversight activity. This will include for example, governance arrangements, performance reporting and internal routine checks and self-assessments to ensure activity is being properly managed and delivering on its objectives. The Fire Authority hold the Executive Group to account, on behalf of the communities they represent and scrutinise how the Executive Group manage the various systems of assurance.

This assurance provides important management insight into how well work is being carried out in line with the Safety Plan deliverables and our values and behaviours. It enables management to provide narrative and understanding to performance information.

Below are some examples of our second line assurance activities, but there will be more, specific to activities based on their level of risk and impact to our Organisations' objectives:

- Corporate Governance (eg. Committees, FRA reports and associated risk registers and action logs)
- Performance reporting, including, but not limited to, the mid-year and end-of-year performance reports into the Authority
- Change Management assurance and highlight reporting. Please see the Change Management Procedure for more information
- Operational Assurance Assessments
- Debriefs
- Submit Learning tool entries and subsequent actions
- Staff surveys, focus groups and other internal engagement activity

- Public consultation and engagement
- Compliments and complaints.
- Evaluations and benefit reviews
- Analysis and research
- Workplace risk assessments
- Generic risk assessments
- Other departmental self-assessments/routine checks.

Third line of defence

The third line of defence relates to independent and more objective assurance and features mechanisms such as internal and external audit, external accreditation and inspections. This type of assurance is provided from outside of line management structures and is used to verify our performance often against an established framework.

Below are some examples of our third line assurance activities, but there may be more, specific to activities, based on their level of risk and impact to our Organisation's' objectives:

- Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) Inspection Programme
- Home Office or National Fire Chief's Council (NFCC) data returns (and subsequent benchmarking)
- Peer Reviews, for example via the NFCC
- ISO 27001 – Information Security Management System Certification
- Investors in People review activity
- Stonewall Diversity Champion activity
- Via the Child Safety Education Coalition (CSEC)
- Via Mindful Employer
- Internal Audit
- External Audit
- Audit of Accounts
- Consultancy

Assurance mapping

Assurance mapping is a technique that enables us to review the systems of control through the assessment of the three lines of defences. This exercise is dependent upon and led by the assessment of risks which in turn determines the amount of assurance required. For example, a high-risk area such as our financial management will require significant assurance to provide confidence

that it is controlled effectively and is therefore subject to rigorous internal checks and external auditing.

The cost and effort of such levels of scrutiny needs to be considered against the level of risk it has to our Organisation's objectives before determining what assurance mechanisms need to be deployed. Therefore, the Organisational Risk Register is critical to determine the assurance framework of our Organisation (and compliance against it).

The table below is a simplistic example of how this looks against a potential organisational risk:

Risk	First line	Second line	Third line
Workplace injury	<ul style="list-style-type: none"> • Health and Safety Policy • Training • Injury reporting • Near miss reporting • Leading and lagging key performance indicators • Health and Safety Plan 	<ul style="list-style-type: none"> • Health and Safety Committee • Health and Safety Committee performance reports • Workplace risk assessments • Generic risk assessments • Reporting into the Authority on Health and Safety performance 	<ul style="list-style-type: none"> • Health and Safety Peer review • Internal Audit • External Audit • HMICFRS focus on data and PPG in this area • Health and Safety Executive reviews • Litigation/tribunal

Assurance reporting and statements

On an annual basis the Organisations are required to demonstrate and publish its overall levels of assurance in respect of specific legislation. The most significant being the Annual Statement of Assurance, which is a requirement set out in the National Framework for Fire and Rescue Services by the Home Office. This statement is designed specifically to provide assurance that we are meeting our obligations as Fire and Rescue Services across a number of different regulations but primarily to the Fire Service Act 2004 and the Regulatory Reform (Fire Safety) Order 2005.

In addition to the Annual Statement of Assurance, there are other more specific requirements for such statements that are set out in different legislations such as the Accounts and Audit Regulations 2015 and the Equalities Act 2010. These statements must be made publicly available to enable proper scrutiny so that we may be held accountable.

To ensure our assurance activities provide an appropriate coverage of the Services and to enable effective management of organisational risks, the Integrated Performance and Assurance Group regularly reviews our performance and assurance activities across the Organisation. This Group has representation of Chief Officer Group members to enable open discussion, to provide narrative to performance and assurance information, and identify any performance- or assurance-related actions.

In addition to this, Directors are responsible for ensuring that they incorporate their own assurance mechanisms to cover their respective areas. Using these mechanisms, they are then required to provide assurance to the Executive Group around the performance of, and management of risk in, their areas.

The Planning, Performance & Assurance Directorate and Operational Assurance Team also independently report to the Executive Group and the respective Fire Authorities to highlight any areas of good performance and flag any areas of concern.

Responsibilities

Hampshire & Isle of Wight Fire and Rescue Authority

The Authority are responsible for ensuring efficient and effective fire and rescue services across Hampshire and the Isle of Wight.

The Authority own and approve the Annual Statement of Assurance and receive and scrutinise regular reports on performance and assurance covering significant areas of risk to the Organisation.

Chief Fire Officer

The Chief Fire Officer is the Annual Statement of Assurance owner and has oversight of the assurance activities and audit opinions for the Organisation through regular reports received at Executive Group meetings. The Chief Fire Officer holds the Executive Group to account on the management of community and internal risks.

The Executive Group

The Executive Group (EG) is responsible for reviewing and scrutinising the Organisation's performance and determining the confidence in delivering against our Safety Plan objectives. The EG review and approve the Annual Statement of Assurance on an annual basis and hold each other to account of the performance and assurance of their respective areas through each meeting.

Directors

Each Director, supported by their respective management teams, has responsibility for ensuring they have effective controls in place to provide assurance on their areas of the Organisation.

Each Director will do this through:

- ensuring they have considered the risks to achieving their purpose and to meeting the objectives set out in the Safety Plan;
- ensuring they have mapped out, and monitoring compliance against, the effective controls across the three lines of defence;
- routine reporting on their performance; and
- regular review of risks and the adequacy of their current controls.

Policy, Planning & Assurance Directorate

The Policy, Planning and Assurance Directorate will be responsible for providing some impartial assurance to the EG through various systems of assurance. This includes, but not limited to:

- the facilitation of the HMICFRS inspection programme;
- the internal audit plan;
- the Change Management framework;
- Performance reporting, including, but not limited to, the mid-year and end-of-year performance reports into the Authority;
- Organisational Performance dashboards and insights reports (both within and beyond Power BI reporting);
- Wider analysis and research; and
- Commissioned evaluations.

The Directorate will act as the organisational lead for the commissioning and scoping of activities seeking to provide assurance such as the rolling internal audit programme, HMICFRS related activities, peer reviews and other independent reviews. Following the delivery of assurance activities as described above, the Directorate will also ensure that through the Organisation's Forward Plan, action plans resulting from reviews are tracked and improvements fully embedded within the Organisation.

Integrated Performance and Assurance Group

The role of the Group is to enable continual improvements in service delivery and outcomes for our people and communities, and to provide assurance to stakeholders on organisational performance.

As outlined in its Terms of Reference, IPAG has delegating authority from Executive Group (EG) to act in a monitoring capacity and set formal standards for managing and thereby improving the performance and assurance of all organisational activity undertaken. The Board will oversee, report upon and review the performance and assurance matters, including reports submitted to EG and the Authority. It will act as service 'critical friend' thereby supporting the Organisation to develop effective improvement planning and resultant benefit realisation.

To provide visibility of any performance and assurance issues (from across the Organisation) to escalate to, or provide a challenge function within, the Executive Group, there will be standing discussion item of 'organisational learning'. Rather than to duplicate other Boards and mechanisms to explore, this will allow IPAG members to raise assurance issues or concerns from their respective directorates.

IPAG will also:

- be a role model and promote a positive and open performance management culture; and
- support and monitor performance and assurance activity across Service to drive performance improvement.

Organisational Assurance Team

The Organisational Assurance (OA) team will administer the coordination and evaluation of recommendations arising from internal audits and HMICFRS inspections and the process for disseminating and managing the implementation of actions arising from the recommendations and providing assurance against them.

The OA team will also be heavily involved, in consultation and collaboration with other teams and, where applicable, organisations, to produce internal evaluations of areas for review, which may be identified by risk management activities as requiring additional assurance. The team will again be responsible for the process for disseminating and managing the implementation of actions arising from the recommendations and providing assurance against them.

Some other assurance activities, such as external peer reviews on the activities of specific organisation areas or team, may be coordinated by Directorate's themselves rather than the OA team. The OA team will, however, maintain oversight of these activities – to ensure they feed into assurance mapping and reporting within the Annual Statements of Assurance.

The OA team is responsible for producing the Annual Statement of Assurance for Hampshire Isle Wight Fire and Rescue Service.

Operational Assurance Team

The Operational Assurance Team (OAT) are responsible for the overall delivery of Operational Assurance for the Organisation. They will act as the conduit for the Organisation's operational assurance activities and ensure any learning gained from those activities is shared appropriately and timely.

This includes, but is not restricted to the following:

- Collection, analysis and distribution of performance data
- Provide feedback to influence organisational learning locally and nationally
- Provide feedback to inform organisational decision-making
- Deliver operational performance audits and review programmes
- Support officers undertaking planned audit and monitoring activities
- Maintain the Submit Learning database

Managers

All managers have responsibility for maintaining transparent and effective controls to ensure their business activities are delivering against their purpose and in line with the Safety Plan objectives.

Each manager will do this through:

- regular review of risks and performance with their respective Directorates; and
- well-considered, open and honest reporting, highlighting any areas of good performance and flagging any areas of concern.

General responsibilities

Every staff member of the Organisation contributes to assurance activities through compliance with Policy, Procedures and Guidance documents and through delivering their work in line with the Organisation's values and behaviours.

All staff members must provide open, honest and well-balanced feedback through a number of feedback mechanisms to highlight any areas of good performance and flag any areas of concern. These mechanisms include, but are not limited to, personal development reviews, internal audit, the Submit Learning tool, input into periodic peer review or inspections, staff surveys and other engagement activity such as dedicated user or focus groups.

Conclusion

Through following this procedure, the Organisation will enable a robust system of assurance to ensure that the services it delivers are economical, effective and efficient, and are achieving the overarching organisational purpose of **“Together we make life safer”**.

Updates

Section	What's been updated and why	Date updated	Who updated
All	Initial production	10/06/2020	Director, Performance & Assurance
All	Further development	25/06/2020	Organisational Assurance Manager
All	Detailed review of entire procedure	26/06/2020	Head of Performance
	New CFA Badge added	08/02/2021	E Snow
	Minor amendments	25/02/2021	Head of Performance
	Name change Firewatch to Gartan	07.03.2022	P&P

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**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HIWFRA Standards and Governance Committee

Purpose: Noted

Date: **28 September 2022**

Title: **HER MAJESTY THE LATE QUEEN ELIZABETH II PLATINUM
JUBILEE MEDALS**

Report of Chief Fire Officer

SUMMARY

1. This paper reports to the Standards and Governance Committee on the Service's position on the eligibility for Her Majesty the Late Queen Elizabeth the Second Platinum Jubilee Medals. This follows a deputation at July's Fire and Rescue Authority meeting on the exclusion of control room staff from the medal's eligibility.
2. Fire services had no role in determining the medal's eligibility criteria. The Committee on the Grant of Honours, Decorations and Medals (commonly known as "HD Committee") is responsible for the medal, in consultation with central government departments. The criteria for the Platinum Jubilee Medal was the same as for the Gold and Diamond Jubilee medals, principally covering emergency responders who physically attend emergencies. Fire control staff fall outside this definition. While some services have chosen to award medals to their control staff, this is explicitly outside the eligibility criteria and these medals could be forfeited.

BACKGROUND

3. The HD Committee is responsible for Jubilee medals (as well as other honours). The Committee is the policy-making body for the honours system and gives advice directly to the Sovereign on honours including new awards. It comprises senior officials from the Civil Service and Royal Household – ministers have no role in the process.

4. While the Committee is responsible for policy, each government department is responsible for upholding the integrity of each medal – as well as its distribution - within the sectors for which they are responsible. In the case of fire, this falls to the Home Office.
5. In relation to the Platinum Jubilee Medal, following a consultation with other government departments, the HD Committee decided to maintain consistency in eligibility criteria with previous jubilee medals. The Home Office issued the following criteria (attached at appendix A) to fire services: someone is eligible if they “*deal with emergencies as part of their conditions of service.*” Dealing with emergencies was defined as “*being called to the scene of 999 response calls and personnel who are potentially placing themselves in danger*”. Regardless of their merits, control staff fall outside this definition, something the Home Office explicitly made clear. This exclusion equally applied to control staff in policing and healthcare.
6. The decision to exclude control staff was one which we and others in the fire sector contested, as well as one that the Fire Brigades Union campaigned against. Letters between the fire sector (from the National Fire Chiefs Council in a joint letter with the National Police Chiefs Council and Association of Ambulance Chief Executives) and the Home Office are attached at appendices B and C whereby the Home Office’s Permanent Secretary resisted calls to broaden the criteria.
7. While we recognise the vitally important role of our control staff provide, the command decisions they make and the challenging - and at times distressing - calls they handle, the criteria is clear that control staff are excluded.
8. The deputation said some fire services had awarded their control staff medals (for both the Platinum and Diamond Jubilees). Ultimately, fire services had no right to do this and chief fire officers had no authority or flexibility to broaden the eligibility criteria. For the Diamond Jubilee in 2012, the then Fire Minister (Sir Bob Neill) wrote to chief fire officers giving them a “degree of latitude” to recognise control staff who attend the scene of an incident. This was not repeated for the Platinum Jubilee.
9. The Home Office could – should its Permanent Secretary wish – revoke individual medals if the recipient is not entitled to it. We understand the Home Office has reported some fire services to the HD Committee and Department for Culture, Media and Sport (the government department with responsibility for this particular medal). We are not aware of any outcome or follow-up sanction.

10. We will continue to lobby for the inclusion of control staff in future awards, a position shared by the National Fire Chiefs Council.

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

11. Supporting our people is a Service priority. This decision has created a divide between our firefighters and control staff with our control staff feeling excluded. We've taken the time to explain the position to them and we will continue to work with them to foster an inclusive culture across the Service, recognising their hard work and dedication particularly through both the pandemic and recent hot spell.
12. But we recognise the damage this decision has caused. To provide some recognition to staff who didn't qualify for a medal – including our non-operational staff as well as those in control – a Queen's Platinum Jubilee Coin was commissioned by the fire sector. This has been awarded to those remaining HIWFRS staff, albeit we appreciate this is not the same as a medal.

LEGAL IMPLICATIONS

13. As said above, each fire service had to apply specific eligibility criteria when determining who was entitled to a medal. It is within the gift of government departments to request the return of a medal should it be determined it was awarded to somebody who fell outside the eligibility criteria.

CONCLUSION

14. Control operators are a vital part of our team and work alongside our operational crews when responding to incidents. The Service has every sympathy with the deputation and agrees that their service should be recognised by the Platinum Jubilee medal. However, this issue is beyond the Service's control, and we had to operate within the set eligibility criteria, thereby excluding these essential colleagues.

RECOMMENDATION

15. The position regarding the eligibility of the Her Majesty the Late Queen Elizabeth the Second Platinum Jubilee Medals is noted by the HIWFRA Standards and Governance Committee

Appendices

[Appendix A: Home Office Jubilee Medal Criteria, 2 February 2021](#)

[Appendix B: Letter to Home Office's Permanent Secretary from NFCC, NPCC and AACE, 1 March 2021](#)

[Appendix C: Home Office's Permanent Secretary response to NFCC, NPCC and AACE, 15 March 2021](#)

Contact: Shantha Dickinson, Deputy Chief Fire Officer,
Shantha.dickinson@hantsfire.gov.uk, 07918 887986



2 February 2021

PLATINUM JUBILEE MEDAL CRITERIA

Dear Chief Fire Officer/Commissioner,

SUMMARY

This letter provides detailed criteria and advice on the eligibility for the award of the Queen's Platinum Jubilee Medal to Fire and Rescue Service personnel.

CRITERIA

Emergency services personnel that have been in paid service, retained or in a voluntary capacity, dealing with emergencies as part of their conditions of service, and have completed 5 full calendar years of service on 6 February 2022.

The medal will be worn on the left breast, after the UN/NATO/Campaign Medals and before Long Service and Good Conduct medals and in date order with all other Coronation or Jubilee Medals.

The medal or medal ribbon may not be worn until entitlement has been confirmed and, subsequent to that, the medal may not be worn prior to 2nd June 2022.

CRITERIA EXPLAINED

Those who will qualify for receipt of the medal, and the associated eligibility criteria, will be as follows:

- **All emergency service personnel** in the Fire and Rescue Service who are in paid service on Sunday 6 February 2022, and have completed five full calendar years' service, and were properly attested on or prior to Tuesday 7 February

2017. The total of five years' qualifying service may be aggregated, but unpaid or broken service will not count. There is, however, no limit on the amount of unpaid or broken service provided that the correct overall total of five years' aggregated service is fully accounted for. In calculating the length of service, no deductions or pro-rata arrangements will apply for personnel who work or have worked reduced hours or those who have worked retained or voluntary, they will be considered as though they have worked the full hours. In addition, the following qualifying criteria will apply:

- Emergency service personnel in the Fire and Rescue Service on secondment-out will also qualify for the medal. Fire and Rescue Services will be responsible for ensuring that their seconded-out personnel are included in their orders for medals.
- Emergency service personnel in the Fire and Rescue Service who are retained or act in a voluntary capacity for the Fire and Rescue Service will be eligible.
- Emergency service personnel in the Fire and Rescue Service subject to formal disciplinary procedures on 6 February 2022, which could result in dismissal or requirement to resign, will have their eligibility determined once the outcome of those procedures is known. If the disciplinary action results in dismissal or requirement to resign, and no appeal against that outcome is upheld, the personnel will not receive the medal. In all other outcomes, the personnel's eligibility will be determined in accordance with the normal criteria.
- Serving emergency service personnel in the Fire and Rescue Service on unpaid service on 6 February 2022 will be eligible for the medal but the periods of unpaid service will not count towards the five years' qualifying criteria.
- Dealing with emergencies. Defined as being called to the scene of 999 response calls and personnel who are potentially placing themselves in danger.

Aggregated Service

Aggregated service will be taken into account. For those, who have less than five years'

service with the Fire and Rescue Service, may have previously served as a member of the Armed Forces or as a member of another eligible Emergency Service, or operational Prison Service. Providing the personnel was in service on 6 February 2022, and their aggregated service amounted to more than five years, then he or she will be eligible for the medal. The officer would, however, need to apply for the medal, and would be invited by their Fire and Rescue Service to provide proof of their previous service.

Previous equivalent service in: Northern Ireland, Wales or Scotland; or Crown Dependencies, British Overseas Territories and Commonwealth countries where the Queen is Head of State, and where the Government whereof has signified that the medal shall be awarded; will also count towards eligibility. The onus will be on the personnel to provide evidence of service in these areas.

No other equivalent decoration, award or medal (including foreign or Commonwealth) may be worn to commemorate the Accession of Her Majesty The Queen.

Qualifying service shall only count **once** towards eligibility.

The medals will not be presented. Medals will be issued, when available, to recipients including those who have left the service since 6 February 2022 and to the next of kin of those eligible personnel who have since deceased.

Each Fire and Rescue Service will retain a record of the issue of the medal and the individual recipient in sufficient detail to enable the list to be cross-referenced to personnel files.

Each Chief Fire Officer/Commissioner must identify all eligible members and notify the Home Office by e-mailing:

FB.medals@homeoffice.gov.uk

of the number of medals required by **5 February 2021**.

In addition, please provide a name and address of someone that will be able to take delivery of the medals in 2022.

In light of the current economic climate, it is imperative that Fire and Rescue Services provide as accurate an estimate as possible of how many medals are needed. Please note however that once the order for the Fire and Rescue Services medals is placed and filled, the placing of further orders is not envisaged.

There will be no appeal against a decision that a fire and rescue service personnel is not eligible to receive the medal.



ASSOCIATION OF
AMBULANCE
CHIEF EXECUTIVES



NFCC
National Fire
Chiefs Council

1 March 2021

Dear Ministers,

We are writing to you about the current Royal Warrant for the Queen's Platinum Jubilee medal which excludes our Control Room staff as being 'non-operational'.

Receiving recognition at this level is a privilege for anyone and held in great regard amongst our staff. Receiving the medal would be a huge honour and one that we believe should be possible for all our staff that are an essential element of our operational response. We strongly believe that the current definition of operational in the royal warrant is too narrow and would like this to be reconsidered. Our control room staff are a vital part of our operational response with every 999 call starting with our control rooms. Our control room staff ensure risk information is taken and passed to responding crews but they can also provide life saving information direct to the public such as fire survival guidance or pre arrival clinical advice and instructions , which can be crucial to a positive outcome.

Call handlers and dispatchers across the blue light services have been through a particularly difficult time in the last few years with the pandemic, Grenfell Tower and many terrorist attacks across the country. The opportunity to recognise the great contribution they make to our operational response and their communities would be extremely appreciated across the emergency services.

We feel strongly that Control Room staff should be recognised with their inclusion within the definition of operational under the Royal Warrant for the Queen's Platinum Jubilee medal.

We would be happy to discuss this if you feel more detail is required to support this recognition.

Yours sincerely,

Roy Wilsher OBE,
QFSM
Chair
National Fire Chiefs
Council

Martin Hewitt QPM
Chair
National Police Chiefs' Council
(NPCC)

Daren J Mochrie, QAM,
MBA, Dip IMC RCSEd,
MCPara
Chairman,
Association of Ambulance
Chief Executives (AACE)

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Martin Hewitt QPM,
Chair, National Police Chiefs' Council

Daren J Mochrie, QAM, MBA, Dip IMC RCSEd MCPara,
Chair, Association of Ambulance Chief Executives

Roy Wilsher OBE, QFSM,
Chair, National Fire Chiefs Council

By Email Only

15 March 2021

Dear Martin, Daren and Roy,

Thank you for your joint letter of 1 March addressed to the ministers for Policing and Crime, and Building Safety and Communities. You asked for the current Royal Warrant for the Queen's Platinum Jubilee Medal to be extended to include Control Room staff. I am responding as decisions regarding medals fall under my remit as Permanent Secretary.

We owe a vast amount of gratitude to our dedicated frontline workers, including control room staff, for their continued hard work and sacrifice, not least in responding to this pandemic. The past 12 months have placed an unprecedented pressure on emergency service workers who have put the protection and safety of others before their own.

Regarding eligibility for the Queen's Platinum Jubilee Medal, the precedent set in the Diamond and Golden Jubilee Medal processes established eligibility for certain specified operational staff – namely police officers, firefighters and ambulance workers dealing with emergencies. This is further defined as being called to the scene of 999 response calls and personnel who are potentially placing themselves in danger.

There is no doubt that control room staff make an invaluable contribution to the emergency services, now more than ever. However, the established definition and criteria for jubilee medals does not apply to this cohort of staff. To extend the criteria would invite complex implications regarding eligibility for other medals and potentially other members of staff and other workforces who would like to be considered. There would also be implications for other Government Departments, particularly the Department of Health and Social Care and the Ministry of Defence, who would need to reconsider eligibility for military medals.

It is for those reasons that it would not be appropriate to amend the Royal Warrant to include control room staff. I appreciate you seeking to make the case to extend

eligibility for a number of those who work within your sectors and I understand that this response may be disappointing. However, I hope that it provides a clear explanation of the approach that has been established for Jubilee Medals.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Matthew Rycroft', with a long horizontal flourish extending to the right.

Matthew Rycroft
Permanent Secretary

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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