

NOT PROTECTIVELY MARKED
WILTSHIRE & SWINDON FIRE AUTHORITY

MINUTES of a MEETING of the FINANCE REVIEW & AUDIT COMMITTEE

held at WILTSHIRE FRS HEADQUARTERS, MANOR HOUSE,

POTTERNE, SN10 5PP

on THURSDAY 18 DECEMBER 2014

Attendance: Cllrs N Martin (from item 41/14), J Tray, B Wayman.
P Chow (Brigade Manager - Governance & Assurance).
N Hobbs, Head of Internal Audit, Swindon Borough Council
D Gilbert, External Audit, KPMG Audit Director
L Gowland (Clerk).

39/14	<p>APPROVAL OF PREVIOUS MINUTES</p> <p>The Minutes of the meeting of 29 September 2014 were approved and signed.</p> <p>The Vice-Chairman opened the meeting. Apologies were received from Cllr R Jones MBE.</p>
40/14	<p>MEMBERS' INTERESTS</p> <p>The Chairman reminded Members of the need to declare any personal interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or the Ethics Committee. Cllr Tray declared that he was in receipt of a firefighters' pension.</p>
41/14	<p>BUDGET MONITORING REPORT</p> <p>The Brigade Manager presented the Budget Monitoring Report. The projected revenue underspend of £0.903m and projected capital underspend of £1.702m were noted. The Brigade Manager highlighted that the Corporate Staff overspend was due to the employment of agency staff and that delays to the Apprenticeship scheme had resulted in an underspending. The Capital underspend was largely due to projects being put on hold until pending combination with Dorset FRS.</p>
42/14	<p>TREASURY MANAGEMENT MID YEAR REPORT</p> <p>The Committee approved the report.</p>
43/14	<p>INTERNAL AUDIT PROGRESS REPORT</p> <p>The Committee noted the report</p>

44/14	<p>ANNUAL AUDIT LETTER</p> <p>The Committee received the annual audit letter from KPMG</p>
45/14	<p>EXTERNAL AUDIT PROGRESS REPORT</p> <p>The Committee received the external audit progress report It was announced that the Audit Commission had appointed KPMG as the external auditors to the Wiltshire and Swindon Fire Authority for the next 2 years.</p>
46/14	<p>EXTERNAL AUDIT STRATEGY AND PLAN</p> <p>The Committee received the external Audit Strategy and Plan and noted that the auditors intended to continue with their work regarding Combination.</p>
47/14	<p>STATEMENT OF ASSURANCE</p> <p>The Committee approved the Statement of Assurance for signature by the Chairman and Chief Fire Officer.</p>
48/14	<p>3tc CONTRACT</p> <p>The Committee noted the contents of the report and that the CFA had granted a further extension to the contract. It was noted that the CFA had requested that progress reports be sent to the FRAC every six months in order that the contract could be monitored.</p>
49/14	<p>DATE OF NEXT MEETINGS</p> <p>The dates of the 2015 meetings were confirmed as 17 March, 30 June, 15 September and 8 December</p>
50/14	<p>ANY OTHER BUSINESS</p> <p>There was no other business.</p>

Duration of Meeting: 14:05 – 15.00

S L GOWLAND
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December 2014

