



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**To: Members of the Finance & Audit Committee**

**Membership**

Cllr Byron Quayle (Chair)

Cllr Pip Ridout (Vice Chair)

Cllr Pete Barrow

Cllr Richard Biggs

Cllr Malcolm Davies

Cllr Paul Hilliard

Cllr Kelvin Nash

Cllr Ann Stribley

Dear Member

You are asked to attend the Finance & Audit Committee meeting to be held **in the Conference Room at the Poundbury offices, Peverell Avenue West, Poundbury, Dorset DT1 3SU** on **Wednesday 28 July 2021** from 10.00am.

Please note that refreshments will be available, however, lunch **will not** be provided.

If you require any further information please contact the Democratic Services team on 01722 691079 or by email at [democratic.services@dwfire.org.uk](mailto:democratic.services@dwfire.org.uk).

Yours sincerely

A handwritten signature in black ink that reads "Jonathan Mair".

Jonathan Mair  
Clerk & Monitoring Officer

**Note:**

The reports within this agenda will be available to view on the Service's website on the day of agenda despatch.

## **AGENDA**

### **Meeting of the Finance & Audit Committee**

**Wednesday 28 July 2021 from 10.00**

**Conference Room at the Poundbury offices, Peverell Avenue West,  
Poundbury, Dorset DT1 3SU**

#### **Purpose**

The main purpose of the Committee can be broadly defined in five key areas:

1. ensuring that sound systems of internal control are in place including establishing, developing and overseeing audit programmes and the delivery of key findings
2. providing an oversight of current Service performance in relation to all aspects of *Priority 4: Making every penny count* of the Community Safety Plan (CSP) and *Priority 5: Supporting and developing our people*; as well as scrutinising any matters referred to it by the Authority
3. ensuring sound day to day financial management arrangements are in place and overseeing financial expenditure
4. ensuring sound risk and business continuity management arrangements are in place

#### **Public questions**

If you wish to put a question to the Members' of the Finance & Audit Committee it should be no more than 450 words and submitted to [democratic.services@dwfire.org.uk](mailto:democratic.services@dwfire.org.uk) at least three full working days before the meeting. It will be read out by an Officer of the Service and answered by an Officer or a Member of the Committee as appropriate. All questions/statements and the responses will be published in full within the minutes of the meeting.

#### **PART I**

Items to be considered whilst the meeting is open to the public

	<b>Lead</b>
21/16 Welcome	Chair
21/17 Apologies	Chair
21/18 Code of Conduct and Declaration of Interests	Chair
<i>Members are reminded of the need to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests and the Code of Conduct regarding other registrable and non-registrable interests. This means that you must:</i>	

- *check if there is any item of business on this agenda in which you or another relevant person (as appropriate) have a disclosable pecuniary interest other registrable interest or non-registrable interest*
- *check that any such disclosable pecuniary interest and registrable interest has been notified to the Clerk & Monitoring Officer (in writing) and entered in the register of Members interests (if not then a form must be completed within 28 days, which can be obtained from Democratic Services)*
- *disclose the interest at the meeting and in the absence of a dispensation to speak and/or vote, withdraw from any consideration of the item.*

21/19	Public Questions	Chair
21/20	Review minutes of Finance & Audit Committee meeting on 3 March 2021 and any matters arising	Chair
21/21	Annual Financial External Audit - verbal update	Michelle Hopton - Deloitte LLP
21/22	Draft Statement of Accounts, Annual Governance Statement and Financial Outturn Report (2020-21)	Ian Cotter
21/23	Internal Audit Annual Report and Opinion 2020-21	Dan Newens - SWAP Internal Audit Services
21/24	Internal Audit Quarterly Report Quarter 1	Dan Newens - SWAP Internal Audit Services
21/25	Internal Audit Progress Report	Derek James
21/26	Performance Report Quarter 4	Derek James
21/27	Strategic Risk Register	Derek James
21/28	Date of next meeting	Chair
	The next meeting of the Finance and Audit Committee will take place on 15 September 2021, at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR from 10.00am.	