



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

To: Members of the Finance & Audit Committee

Membership

Cllr Bob Jones (Chairman)

Cllr Abdul Amin

Cllr Paul Hilliard

Cllr Pip Ridout

Cllr Brian Mattock (Vice Chairman)

Cllr Richard Biggs

Cllr Peter Hutton

Cllr Ann Stribley

Note:

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

This agenda and the reports can be made available in audio tape, large print and Braille, or alternative languages on request.

Dear Member

You are asked to attend the Finance & Audit Committee meeting to be held at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury, Wiltshire SP1 3NR on **Friday 6 December 2019 from 10am.**

Please note that there is no seminar before this meeting.

A light lunch will be provided at the end of the meeting.

If you require any further information please contact Democratic Services on 01722 691079 or by email at democratic.services@dwfire.org.uk.

Yours sincerely

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

Jonathan Mair

AGENDA

Meeting of the Finance & Audit Committee

Friday 6 December 2019 from 10am

Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury, Wiltshire SP1 3NR

Committee 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
5. ensuring that good governance operates in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives and Senior Managers (SOLACE) code of good governance.

PART I

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

	Lead
19/39 Welcome	Chairman
19/40 Apologies	Chairman
19/41 Code of Conduct and Declaration of Interests	Chairman

Members are reminded of the need to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests. This means that you must:

- *check if there is any item of business on this agenda in which you or another relevant person have a disclosable pecuniary interest*
- *check that any such 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.*

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| 19/42 | Review and approve the minutes of the Finance & Governance Committee meeting on 19 September 2019 and any matters arising | Chairman |
| 19/43 | External Audit Update 2019-20 | Michelle Hopton -
Deloitte LLP |
| 19/44 | Internal Audit Quarterly Report | Moya Moore - SWAP
Internal Audit Services |
| 19/45 | Internal Audit Progress Report | Jill McCrae |
| 19/46 | Financial Monitoring Report Quarter 2 | Ian Cotter |
| 19/47 | Performance Report Quarter 2 | Jill McCrae |
| 19/48 | Strategic Risk Register | Jill McCrae |

19/49 Date of next meeting

The next meeting of the Finance and Audit Committee will take place on 5 March 2020 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 11am.