



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**To: Members of the Finance and Governance Committee**

**Membership**

Cllr Bob Jones (Chairman)	Cllr Byron Quayle (Vice Chairman)
Cllr Richard Biggs	Cllr Malcolm Davies
Cllr Peter Hutton	Cllr Pip Ridout
Cllr Ann Stribley	Cllr Brian Mattock

*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 & Governance 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 7 December 2018** from 11am.

A **Members' Seminar** regarding Dorset & Wiltshire Fire and Rescue Service's Partnership Approach to Leadership Management will precede the meeting and will start at **10am**.

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

If you require any further information please contact Marianne Taylor, Democratic Services Officer on 01722 691074 or by email at [marianne.taylor@dwfire.org.uk](mailto:marianne.taylor@dwfire.org.uk).

Yours sincerely

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

Jonathan Mair

## **AGENDA**

Meeting of the Finance and Governance Committee

Friday 7 December 2018 from 11.00am

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**

	<b>Lead</b>
18/42 Welcome	Chair
18/43 Apologies	Chair
18/44 Code of Conduct and Declaration of Interests	Chair

*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.*

18/45	Review and approve Minutes of Finance & Governance Committee meeting on 20 September 2018 and any matters arising	Chair
18/46	External Audit Plan 2018-19	Wil Bevan, Deloitte
18/47	Internal Audit Progress Report	Jill McCrae
18/48	Financial Monitoring Report - 31 October 2018	Ian Cotter
18/49	Performance Report Quarter 2	Jill McCrae
18/50	Strategic Risk Register	Jill McCrae
18/51	Date of Next Meeting 7 March 2019 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 11am.	

### **Members' Seminar**

Members' information session 10am.

Dorset & Wiltshire Fire and Rescue Service's  
Partnership Approach to Leadership Management