



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

To: Members of the Finance, Governance and Audit Committee

Membership

Cllr Bob Jones - Chairman	Cllr Les Burden
Cllr Ernie Clark	Cllr Malcolm Davies
Cllr Peter Hutton	Cllr Colin Jamieson
Cllr Robert Yuill	Cllr Colin Lovell
Cllr Nick Martin	Cllr Richard Biggs
Cllr Byron Quayle	Cllr Pippa Ridout

Note: The reports within this agenda will be available to view on the Service's website within two working days 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 and 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 29 September 2017 from 11am.

Please note there is a member training session from 10am to 11am on the role of the Internal and External Audit, provided by Gateway Assure and KPMG.

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

Yours sincerely

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

Jonathan Mair

AGENDA

Meeting of the Finance, Governance and Audit Committee

Friday 29 September 2017 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 and 5 of the Community Safety Plan 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 CIPFA/SOLACE code of good governance and that the Annual Governance Statement and Statement of Assurance are recommended to the Authority.

PART I

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

	Lead
17/30 Welcome	Chairman
17/31 Apologies	Chairman
17/32 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 Monitoring Officer (in writing) and entered in the register of members interests (if not then this must be done on a form available from the Clerk within 28 days)*

- *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.*

17/33	Minutes of Finance, Governance and Audit committee meeting on 7 July 2017 and any matters arising	Chairman
17/34	Election of Vice Chairman	Chairman
17/35	Internal audit quarterly report (July – September)	Robin Pritchard, Gateway Assure
17/36	Progress against audit recommendations	Bob Ford
17/37	Health & Safety Assurance Statement 2016/17	John Lincoln
17/38	Statement of Account & Annual Governance Statement	Phil Chow
17/39	External Audit 2016/17	Darren Gilbert, KPMG
17/40	Statement of Assurance 2016/17	Derek James
17/41	Annual Report 2016/17	CFO
17/42	1 st Quarter Financial Performance 2017/18	Ian Cotter
17/43	Performance Report for 1st Quarter (April-June 2017)	Bob Ford
17/44	Strategic Risk Register	Bob Ford
17/45	Date of next meeting	Chairman

The next meeting of the Finance, Governance and Audit committee will take place on 15 December 2017, at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 11am. (Please note a training session for Members will be held between 10am and 11am.)