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**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 6

MEETING	Shadow Dorset and Wiltshire Fire & Rescue Authority
DATE OF MEETING	12 February 2016
SUBJECT OF THE REPORT	Financial regulations and Contract Standing Orders
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For approval
EXECUTIVE SUMMARY	<p>Draft Financial Regulations and Contract Standing Orders for the new Authority were presented to the Shadow Policy and Resources Committee (formerly the Joint Committee) on 4th June 2015). These were subsequently adopted by the Shadow Authority on 23rd June 2015. At that time, a management review was undertaken on the proposals by internal audit to ensure they were appropriate and fit for purpose for the new Authority, and they concluded they were. The outcome of the audit has led to a number of minor changes to the Financial Regulation and Contract Standing Orders.</p>
RISK ASSESSMENT	<p>Financial and administrative procedures for the control, management, recording and reporting of resources (money and assets) are critical and fundamental for good governance to demonstrate value for money and effective service provision. Without an adequate and effective framework of regulation around the finances and the procurement of goods, works and services, there will not only be an increased risk of financial failure and poor management but there will be a greater risks that could jeopardise the effective provision of services to the public, to whom we are accountable.</p>
COMMUNITY IMPACT ASSESSMENT	No separate impact assessment has been carried out in bringing this report forward.
BUDGET IMPLICATIONS	None for the purposes of this report.
RECOMMENDATIONS	Members of the Dorset and Wiltshire Fire and Rescue Authority are asked to consider the revised regulations, Financial Regulations (Appendix A) and Contract Standing Orders (Appendix B) for approval, adoption and implementation on 1 April 2016.

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BACKGROUND PAPERS	None for the purposes of this report.
APPENDICES	Appendix A: Financial Regulations Appendix B: Contract Standing Orders
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1. Introduction

- 1.1 A review of the current Financial Regulations and Contract Standing Orders was undertaken prior to June 2015 for both the Dorset Fire Authority and the Wiltshire and Swindon Fire Authority and Financial Regulations and Contract Standing Orders for the new Authority were approved at the June meeting of the Shadow Authority for adoption.
- 1.2 At the same time Internal Audit were requested to carry out a management review of the proposals to ensure they were appropriate and fit for purpose for the new authority, which they concluded they were. Internal audit also provided suggestions for improvement.

2. Financial Regulations and Contract Standing Orders

- 2.1 Attached are two appendices, Appendix A: Financial Regulations and Appendix B: Contract Standing Orders, which have now been revised to include the outcome of the management review by Internal Audit. The changes made are identified in red type in the attached appendices, all of which clarify additional requirements and responsibilities that would strengthen control, effectiveness and governance arrangements.
- 2.2 EU Financial Thresholds have also been updated within the Contract Standing Orders for the new rates which became effective from January 2016.

3. Recommendations

- 3.1 Members of the Dorset and Wiltshire Fire and Rescue Authority are asked to consider the revised regulations, Financial Regulations (Appendix A) and Contract Standing Orders (Appendix B) for approval, adoption and implementation on 1 April 2016.