

WILTSHIRE & SWINDON FIRE AUTHORITY

MINUTES of a MEETING of the FINANCE REVIEW & AUDIT COMMITTEE

held at WILTSHIRE FRS HEADQUARTERS, MANOR HOUSE,

POTTERNE, SN10 5PP

on Tuesday 30 June 2015

Attendance: Cllrs N Martin, J Tray, G Perkins and Mrs B Wayman.
P Chow (Brigade Manager - Governance & Assurance).
N Hobbs, Head of Internal Audit, Swindon Borough Council
D Gilbert, External Audit, KPMG Audit Director
Yvette Thorpe (Minute taker)

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| 12/15 | MINUTES OF PREVIOUS MEETING The Minutes of the meeting of the Committee on 17 March 2015 were confirmed and signed. |
| 13/15 | APOLOGIES Apologies for absence were received from Cllr R Jones MBE |
| 14/15 | Election for Chairman for the Ensuing Year Cllr Mrs Bridget Wayman proposed Cllr Garry Perkins and Cllr Joe Tray seconded. Cllr Perkins accepted the role. |
| 15/15 | Election of Vice-Chairman for the Ensuing Year It was discussed that a Vice-Chair will not be needed and that, if the Chair is not available then a vote will be held at the specific meeting for a Chair. |
| 16/15 | Members' Interests The Chairman reminded Members of the need to declare any personal interests which the Authority's Code of Conduct required to be disclosed, or dispensations granted by the Clerk to the Authority or the Ethics Committee. It was noted that the declaration made by Cllr Tray at the Committee's previous meeting was applicable to all meetings of the Committee. |
| 17/15 | Revenue and Capital Outturn 2014/15 and Debts Written off The Committee received a paper by the Brigade Manager - Governance & Assurance detailing the final outturn (year end financial position) for both the revenue and the capital budgets 2014/15 which the Committee would be required to note and approve underspend and capital slippage during 2014/15. He emphasised that the Committee would continue to discharge the Authority's responsibilities for audit throughout 2015/16, i.e. until the new combined fire authority assumed statutory responsibility on 1 April 2016, and that there were likely to be additional items as the year progressed. |

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| | <p>The Committee approved:</p> <ul style="list-style-type: none"> • £1.5 million reserves to stay as General Balance and the remainder to be put into a 'Capital Replacement Reserve' • Roll forward of £48,900 |
| 18/15 | <p>Statement of Accounts (Draft) 2014/15</p> <p>The Brigade Manager - Governance & Assurance presented the (Draft) Statement of Accounts and discussed with the Committee, this will need to be approved in September, rules will change over the next 3 years.</p> |
| 19/15 | <p>Treasury Management Annual Report 2014/15</p> <p>The Brigade Manager - Governance & Assurance presented a paper on the treasury management activity in 2014/15. Further information can be provided on the Prudential indicators at item 17 to 23, if required, this is not published due to some of the information contained.</p> |
| 20/15 | <p>Internal Audit</p> <p>The Committee received a paper by the Head of Internal Audit, on the Internal Audit Progress Report and the Annual Report for 2014/15.</p> <p>Cllr Mrs Bridget Wayman questioned the high priority recommendation on the benefits of having a dedicated risk register for projects, PC explained that all the risks associated with any project will appear on the individual risk register for the subject of the project and so the Service does not see a need for separate project risks register.</p> <p>The Committee noted the reports.</p> |
| 21/15 | <p>External Audit</p> <p>In presenting his report, the Director - KPMG said that the external audit progress report set out the work that had been performed over the merger and the planned work to be taken forwards.</p> <p>The Committee noted the reports.</p> |
| 22/15 | <p>Review of the Effectiveness of a System of Internal Control and Annual Governance Statement.</p> <p>The Brigade Manager - Governance & Assurance presented the above paper and asked for the Committee to Note the report and Approve the Draft Annual Governance Statement.</p> <p>The Committee approved: That the Draft Annual Governance Statement should go ahead for the Chief and Chair to approve.</p> |

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| 23/15 | AOB: Cllr Nick Martin asked if the Service were aware of free smoke detectors being issued to landlords. He had had some information through he post, as a landlord, and forms to fill in to request these free testers. Pc said he would follow this up and try to find out as he had not heard anything of this. |
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Duration of Meeting: 14.00 – 15.30

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June 2015