



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

To: Members of the Finance, Governance and Audit Committee

Membership

Cllr Abdul Amin	Cllr Bob Jones
Cllr Les Burden	Cllr Trevor Jones
Cllr Ernie Clarke	Cllr Paul Kimber
Cllr Ronald Coatsworth	Cllr Colin Lovell
Cllr Malcolm Davies	Cllr Graham Payne
Cllr Colin Jamieson	Cllr Christopher Newbury

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 and Audit Committee Meeting, to be held at Dorset and Wiltshire Fire & Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury, Wiltshire SP1 3NR, on Wednesday 22 March 2017 from 10am.

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

Wednesday 22 March 2017 from 10.00am

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 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
1. Welcome	Chairman
2. Apologies	Chairman
3. 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.*

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| 4. | Minutes of Finance and Audit committee meeting on 17 November 2016 and any matters arising | Chairman |
| 5. | Internal annual audit programme 2017/18 | Robin Pritchard,
Gateway Assure |
| 6. | Internal audit progress Report | Robin Pritchard,
Gateway Assure |
| 7. | Progress against audit recommendations | Bob Ford |
| 8. | Performance review quarter 3 | Bob Ford |
| 9. | Financial performance report quarter 3 | Ian Cotter |
| 10. | Strategic risk register | Derek James |
| 11. | Work programme 2017/18 | Phil Chow |
| 12. | Date of next meeting | Chairman |

The next meeting of the Finance, Governance and Audit Committee will take place on Friday 7 July 2017, at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 10am.

Please note that as part of the on-going Member training and familiarisation programme a Seminar on the 'Management and Oversight of Significant Events' will be held between 12:00 and 13:30hrs. Lunch will be provided.