



DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY

To: Members of the Finance, Governance and Audit Committee

Membership

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

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 and Wiltshire Fire & Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Road, Salisbury, Wiltshire SP1 3NR, on Friday 15 December 2017 from 11am.

There will be an information and familiarisation session for Members only about the new **General Data Protection Regulations** starting at **10am**. This change to the data protection regulations comes into force in May 2018.

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

Draft AGENDA

Meeting of the Finance, Governance and Audit Committee

Friday 15 December 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
17/46 Welcome	Chairman
17/47 Apologies	Chairman
17/48 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.*

17/49	Minutes of Finance, Governance and Audit committee meeting on 29 September 2017 and any matters arising	Chairman
17/50	Annual Audit Letter 2016-17	Darren Gilbert
17/51	External Audit Plan 2017-18	Darren Gilbert
17/52	Internal Audit Quarterly Report (October – December)	Robin Pritchard
17/53	Progress against audit recommendations	Bob Ford
17/54	Future governance arrangements	Jonathan Mair
17/55	Performance report for 2 nd Quarter (July - September 2017)	Bob Ford
17/56	2 nd Quarter Financial Performance Report 2017 - 18	Ian Cotter
17/57	Strategic risk register	Bob Ford
17/58	Scrutinising of the safety centre project	Chairman
17/59	Date of next meeting	Chairman

The next meeting of the Finance, Governance and Audit committee will take place on Thursday 8 March 2018, at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 11am.