



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

To: Members of the Finance and Governance Committee

Membership

Cllr Bob Jones (Chairman)	Cllr Byron Quayle (Vice Chairman)
Cllr Richard Biggs	Cllr Malcolm Davies
Cllr Peter Hutton	Cllr Nick Martin
Cllr Pip Ridout	Cllr Ann Stribley

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 Governance 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 Tuesday 31 July 2018 from 10am.

An externally facilitated seminar will follow after lunch between 12.30 and 14.30 which will encompass the following: the **Role of the Member in a Significant Event; Corporate Manslaughter**; and the **Authority's Significant Events procedures**.

A light lunch will be provided before the Members' Seminar and for those who are interested a demonstration on **the capability of Mobile Data Terminals** will be set up in the corridor outside the meeting rooms during lunch.

If you require any further information please contact Marianne Taylor, Democratic Services Officer on 01722 691074 or by email at marianne.taylor@dwfire.org.uk.

Yours sincerely

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

Jonathan Mair

AGENDA

Meeting of the Finance and Governance Committee

Tuesday 31 July 2018 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 (CSP) 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 Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives and Senior Managers (SOLACE) code of good governance and that the Annual Governance Statement and Statement of Assurance are approved.

PART I

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

	Lead
18/15 Welcome	Chairman
18/16 Apologies	Chairman
18/17 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 Clerk & 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 & Monitoring Officer 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.*

18/18	Review and approve Minutes of Finance and Governance Committee meeting on 8 March 2018 and any matters arising	Chairman
18/19	Annual External Audit (ISA 260)	Rees Batley, KPMG
18/20	Statement of Accounts, Annual Governance Statement and Outturn Financial Performance 2017-18	Ian Cotter
18/21	Internal Audit Annual Report 2017-18	Robin Pritchard Gateway Assure
18/22	Internal Audit Quarterly Report Q1	Robin Pritchard Gateway Assure
18/23	Internal Audit Progress Report	Jill McCrae
18/24	Performance for 4th Quarter – 1 January 2018 to 31 March 2018	Bob Ford
18/25	Local Performance & Scrutiny Committee Performance Reporting: Member Working Group Terms of Reference	ACFO Mahoney
18/26	Staff Engagement Survey 2018	Vikki Shearing
18/27	Strategic Risk Register	Jill McCrae
18/28	Corporate Video – We are DW Fire	Vikki Shearing
18/29	Date of Next Meeting Thursday 20 September 2018 at Dorset & Wiltshire Fire and Rescue Service Headquarters, Five Rivers Health and Wellbeing Centre, Hulse Rd, Salisbury SP1 3NR, from 11am.	

A demonstration on **Mobile Data Terminals** will be set up in the corridor outside the meeting rooms during lunch.

The Members' Seminar on Significant events will commence at 12:30hrs.