

Dorset & Wiltshire Fire and Rescue Authority

Finance & Governance – Terms of Reference

Finance & Governance Committee

Main 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.

Terms of Reference

1. to oversee the internal and external audit arrangements and to approve the audit plans, strategy, programmes and annual letters/reports, and to secure effective co-ordination between internal and external audit, in consultation with the relevant officers
2. to review proposals made in relation to the appointment of external auditors and internal audit services and to make recommendations as to their appointment
3. to receive the reports of internal and external audit and to ensure that their recommendations and findings are adequately addressed and implemented by the Authority and its officers
4. to consider reports from internal auditors on the internal audit's performance during the year in accordance with public sector internal audit standards
5. to monitor financial spend against budget
6. to oversee financial monitoring and reprogramming of the agreed budget
7. to keep under review, the effectiveness of the internal financial control systems of the Authority. This should include the adequacy of financial policies and practices to ensure compliance with relevant statutes, guidance, policies, standards and codes of corporate governance

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8. to consider procedural issues relating to the Accounts and Audit Regulations
9. to monitor the anti-fraud and corruption strategy, bribery policy, actions and resources
10. to scrutinise and approve the Authority's Statement of Accounts, including the Annual Governance Statement and Statement of Assurance required under the National Fire and Rescue Service Framework. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Authority
11. to consider the Authority's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements
12. to review the Authority's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances
13. to consider and recommend to the Authority the annual programme for Member seminars
14. to monitor the risk management and business continuity arrangements and make recommendations to the full Authority as necessary.

Membership: 8

Quorum: 3

Chairman: To be appointed/elected annually

Meetings: July, September, December and March

Reporting arrangements: To the Authority