



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

To: Members of the Finance & Audit Committee

Membership

Cllr Bob Jones (Chairman)

Cllr Richard Biggs

Cllr Peter Hutton

Cllr Kevin Small

Cllr Brian Mattock (Vice Chairman)

Cllr Paul Hilliard

Cllr Pip Ridout

Cllr Ann Stribley

Note:

The reports within this agenda will be available to view on the Service's website on the day of agenda despatch.

Dear Member

You are asked to attend the Finance & Audit Committee to be held on Wednesday 3 March 2021 from 10.00am.

This meeting will be held remotely in a Microsoft Teams Event. Please note that an invitation has been sent to you to join the meeting. We would be grateful if you could join the meeting at 9.45am.

If you require any further information please contact Democratic Services on 01722 691079 or by email at democratic.services@dwfire.org.uk. Alternatively, if you have any technical issues before or during the meeting please call our ICT team on 01722 691200 who would be happy to support you.

Yours sincerely

A handwritten signature in black ink that reads "Jonathan Mair". The signature is written in a cursive style with a large initial 'J'.

Jonathan Mair
Clerk and Monitoring Officer

AGENDA

Meeting of the Finance & Audit Committee

Wednesday 3 March 2021 from 10.00am

As a result of the Coronavirus Pandemic, Dorset & Wiltshire Fire and Rescue Authority has reviewed its approach to holding its Authority and Committee meetings. It will be hosting these virtually until further notice. The internet-based meetings will be hosted via Microsoft Teams events.

Members of the public are welcome to view this meeting and listen to the debate online by using the following [link](#).

Members of the public wishing to view the meeting from an iPhone, iPad or android phone will need to download the free Microsoft Team App to sign in as a Guest, it is advised to do this at least 30 minutes prior to the start of the meeting.

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; and Priority 5: Supporting and developing our people; 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.

PART I

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

	Lead
21/01 Welcome	Chairman
21/02 Apologies	Chairman
21/03 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 a form must be completed within 28 days which can be obtained from Democratic Services)*
- *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.*

21/04	Review and approve the minutes of the Finance & Audit Committee meeting on 4 December 2020 and any matters arising	Chairman
21/05	External Audit Plan and Annual Audit Letter	Michelle Hopton - Deloitte
20/06	Internal Audit Plan 2020-2021 and Audit Charter	Moya Moore - SWAP Internal Audit Services and Jill McCrae
21/07	Internal Audit Quarterly report - quarter 4	Moya Moore - SWAP Internal Audit Services
21/08	Internal Audit Progress report	Jill McCrae
21/09	Financial Monitoring report - quarter 3	Ian Cotter
21/10	Performance report - quarter 3	Jill McCrae
21/11	Strategic risk register	Jill McCrae
21/12	Committee work programme 2021-22	Jill McCrae
21/13	Date of next meeting The next meeting of the Finance & Audit Committee will take place on 28 July 2021.	Chairman
21/14	To consider passing the following resolution: In accordance with Section 100A (2, 3 & 4) of the Local Government Act 1972, to exclude the press and public for the business specified below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.	

PART 2

21/15	Insurance arrangements progress update	Ian Cotter
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