DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY

To: Members of the Finance & Audit Committee

Membership

Cllr Byron Quayle (Chair)   Cllr Pip Ridout (Vice Chair)
Cllr Pete Barrow   Cllr Richard Biggs
Cllr Malcolm Davies   Cllr Paul Hilliard
Cllr Kelvin Nash   Cllr Kevin Small

Dear Member

You are asked to attend the Finance & Audit Committee 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 7 December 2022 from 10.00am. Please note that refreshments and lunch will be provided.

If you require any further information please contact the Democratic Services team on 01722 691079 or by email at democratic.services@dwfire.org.uk.

Regards

Jonathan Mair
Clerk and Monitoring Officer

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

AGENDA

Meeting of the Finance & Audit Committee

Wednesday 7 December 2022 from 10.00am

Dorset and Wiltshire Fire & 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 four 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.

Public questions

If you wish to put a question to the Members' of the Finance & Audit Committee it should be no more than 450 words and submitted to democratic.services@dwfire.org.uk at least three full working days before the meeting. It will be read out by an Officer of the Service and answered by an Officer or a Member of the Committee as appropriate. All questions/statements and the responses will be published in full within the minutes of the meeting.

PART I

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

		Lead
22/28	Welcome	Chair
22/29	Apologies	Chair

22/30	Code of Conduct and Declaration of Interests	Chair

Members are reminded of the need to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests and the Code of Conduct regarding other registrable and non-registrable interests. This means that you must:

- *check if there is any item of business on this agenda in which you or another relevant person (as appropriate) have a disclosable pecuniary interest other registrable interest or non-registrable interest*
- *check that any such disclosable pecuniary interest and registrable 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.*

22/31	Public Questions	Chair

22/32	Review and approve the minutes of the Finance & Audit Committee meeting on 27 July 2022 and any matters arising	Chair

22/33	External Audit report (ISA 260) 2021-22	Michelle Hopton – Deloitte LLP

22/34	Statement of Accounts 2021-22	Ian Cotter

22/35	Appointment of external auditors	Ian Cotter

22/36	Internal Audit Quarterly report - Quarters 2 & 3	Dan Newens – SWAP Internal Audit Services

22/37	Internal Audit Progress report	DCFO James

22/38	Financial Monitoring report - Quarter 2	Ian Cotter

22/39	Performance report - Quarter 2	DCFO James

22/40	Strategic Risk Register	DCFO James

22/41	Date of next meeting	Chair

The next meeting of the Finance & Audit Committee will take place on Wednesday 8 March 2023.