



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

To: Members of the Finance & Audit Committee

Membership

Cllr Kevin Small (Chair)
Cllr Pete Barrow
Cllr Paul Hilliard
Cllr Kelvin Nash

Cllr Byron Quayle (Vice Chair)
Cllr Richard Biggs
Cllr Rebecca Knox
Cllr Pip Ridout

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 Thursday 7 March 2024 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

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

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

Thursday 7 March 2024 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
24/01	Welcome	Chair
24/02	Apologies	Chair
24/03	Code of Conduct and Declaration of Interests	Chair
<i>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:</i>		

- *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.*

24/04	Public Questions	Chair
24/05	Review and approve the minutes of the Finance & Audit Committee meeting on 6 December 2023 and any matters arising	Chair
24/06	External Audit Plan 2023-24	Nathan Coughlin Bishop Fleming
24/07	External Audit progress report 2022-23	Michelle Hopton – Deloitte LLP
24/08	Internal Audit Quarterly Report Quarter 4	Dan Newens – SWAP Internal Audit Services
24/09	Internal Audit Progress report	Dan Newens – SWAP Internal Audit Services
24/10	Internal Audit Strategy 2024 – 2028 and Audit Charter	Dan Newens – SWAP Internal Audit Services
24/11	Financial Monitoring Report - Quarter 3 2023-24	Ryan Maslen
24/12	Productivity and Efficiency Statement	Ryan Maslen
24/13	Culture Action Plan – Strategic highlight report	Derek James
24/14	Performance Report - Quarter 3	Jill McCrae
24/15	Strategic Risk Register	Jill McCrae
24/16	Committee work programme 2024-25	Vikki Shearing

24/17 Date of next meeting

Chair

The next meeting of the Finance & Audit Committee will take place on 24 July 2024.