



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

To: Members of the Finance & Audit Committee

Membership

Cllr Kevin Small (Chair)

Cllr Paul Hilliard (Vice Chair)

Cllr Cameron Adams

Cllr Matthew Courtliff

Cllr Paul Oatway

Cllr Byron Quayle

Cllr Duncan Sowry-House

Cllr Clare Weight

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 11 September 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.

Yours sincerely

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

Jonathan Mair
Clerk & 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 11 September 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
24/36 Welcome	Chair
24/37 Apologies	Chair
24/38 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.*

24/39	Public questions	Chair
24/40	Review and approve the minutes of Finance & Audit Committee meeting held on 24 July 2024 and any matters arising	Chair
24/41	External Audit Progress Report 2021-22 & 2022-23	Michelle Hopton – Deloitte LLP
24/42	External Audit Progress Report 2023-24	Adam Marshall - Bishop Fleming
24/43	Internal Audit Quarterly report - Quarter 2	Dan Newens - SWAP Internal Audit Services
24/44	Internal Audit Progress report – Quarter 2	Jill McCrae
24/45	Financial Monitoring report - Quarter 1 2024-25	Ryan Maslen
24/46	Culture Action Plan – Strategic Highlight report	Derek James
24/47	Performance report - Quarter 1	Jill McCrae
24/48	Strategic Risk Register	Jill McCrae
24/49	Date of next meeting The next meeting of the Finance and Audit Committee will take place on Wednesday 4 December 2024.	Chair