



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

**To: Members of the Finance & Audit Committee**

**Membership**

Cllr Kevin Small (Chair)

Cllr Cameron Adams

Cllr Paul Oatway

Cllr Duncan Sowry-House

Cllr Paul Hilliard (Vice Chair)

Cllr Matthew Courtliff

Cllr Byron Quayle

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 **Monday 24 February 2025** from 10.00am.

Please note that refreshments and lunch will be provided.

The meeting will be followed by a Members' seminar which will commence after a short break. The Seminar will be on the South West Audit Partnership (SWAP) and will last for approximately one hour.

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

Regards

Vikki Shearing

Clerk to the Fire and Rescue Authority

**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**

**Monday 24 February 2025 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](mailto: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

		<b>Lead</b>
25/01	Welcome	Chair
25/02	Apologies	Chair

25/03	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>	
	<ul style="list-style-type: none"> <li>• <i>check if there is any item of business on this agenda in which you or another relevant person have a disclosable pecuniary interest</i></li> <li>• <i>check that any such interest has been notified to the Clerk &amp; 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)</i></li> <li>• <i>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.</i></li> </ul>	
25/04	Public Questions	
25/05	Review and approve the minutes of the Finance & Audit Committee meeting on 4 December 2024 and any matters arising	Chair
25/06	External Audit Progress Report 2023-24	Nathan Coughlin – Bishop Fleming
25/07	Internal Audit Quarterly Report Quarter 4	Dan Newens – SWAP Internal Audit Services
25/08	Internal Audit Progress Report	Jill McCrae
25/09	Internal Audit Plan 2025-2026 and Audit Charter	Dan Newens – SWAP Internal Audit Services
25/10	Financial Monitoring report - Quarter 3 2024-25	Ryan Maslen
25/11	Performance report - Quarter 3	Jill McCrae
25/12	Culture Action Plan – Strategic highlight report	CFO Cole
25/13	Strategic Risk Register	Jill McCrae
25/14	Committee work programme 2025-26	Vikki Shearing
25/15	Date of next meeting	Chair
	The next meeting of the Finance & Audit Committee will take place on Wednesday 23 July 2025	