



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

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

**Membership**

Cllr Kevin Small (Chair)	Cllr Paul Hilliard (Vice Chair)
Cllr Laura Beddow	Cllr Matt Bragg
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 10 September 2025** 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](mailto:democratic.services@dwfire.org.uk).

Yours sincerely

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**

**Wednesday 10 September 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 Authority 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. The Chair of the meeting to which a question is submitted, in consultation with the Clerk to the Authority will determine the most appropriate meeting for addressing the question, ensuring alignment with the terms of reference and delegations. The Chair of the meeting will then provide the response. 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>
25/30 Welcome	Chair
25/31 Apologies	Chair

25/32	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 and the Code of Conduct regarding other registrable and non-registrable 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 (as appropriate) have a disclosable pecuniary interest other registrable interest or non-registrable interest</i></li> <li><i>• check that any such disclosable pecuniary interest and registrable interest has been notified to the Clerk (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>	
25/33	Public questions	Chair
25/34	Review and approve the minutes of Finance & Audit Committee meeting held on 23 July 2025 and any matters arising	Chair
25/35	External Audit Progress Report 2024-25	Ryan Maslen
25/36	Internal Audit Quarterly report - Quarter 2	Dan Newens - SWAP Internal Audit Services
25/37	Internal Audit Progress report – Quarter 2	Jill McCrae
25/38	Financial Monitoring report - Quarter 1 2025-26	Ryan Maslen
25/39	Performance report - Quarter 1	Jill McCrae
25/40	Culture Action Plan – verbal update	CFO Cole
25/41	Strategic Risk Register	Jill McCrae
25/42	Date of next meeting The next meeting of the Finance and Audit Committee will take place on Wednesday 3 December 2025.	Chair