

13 June 2014

Our Ref. FAR Cttee 6.14  
Your ref:  
Contact: Nigel Schofield  
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To: Members of the Finance, Audit and Risk Committee

Councillors: Michael Weeks (Chairman), J. Booth (Vice-Chairman),  
Clare Billing, Simon Harwood, Steve Jarvis, Jim McNally  
and Deepak Sangha.

Substitutes: Councillors: Allison Ashley, Paul Clark, John Harris and  
Lorna Kercher.

You are invited to attend a meeting of the

**FINANCE , AUDIT AND RISK  
COMMITTEE**

to be held in

**COMMITTEE ROOMS 1 AND 2  
COUNCIL OFFICES, GERON ROAD,  
LETCHWORTH GARDEN CITY**

On

**MONDAY, 23 JUNE 2014**

at

**7.30 p.m.**

Yours sincerely,



David Miley - Democratic Services Manager

**AGENDA**  
**PART 1**

<b>ITEM</b>	<b>PAGE</b>
<b>1. APOLOGIES FOR ABSENCE</b>	-
<b>2. MINUTES</b> To take as read and approve as a true record the Minutes of the Meeting of this Committee held on 19 March 2014.	-
<b>3. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether the item(s) raised will be considered.	-
<b>4. CHAIRMAN'S ANNOUNCEMENT</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under Paragraph 7.4 of the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.	-
<b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public. At the time of preparing the agenda no requests to speak had been received. Any public participation received within the agreed time scale will be notified to Members as soon as is practicable.	-
<b>6. INFORMATION NOTE – HCC SHARED MANAGED SERVICES (SMS) FRAMEWORK AGREEMENT FOR A PAYROLL SERVICE PROVIDED BY SERCO</b> THE CORPORATE HUMAN RESOURCES MANAGER <i>For the Committee to be provided with an update on progress to date with the transfer of the NHDC Payroll Service to SERCO at 1 June 2014 followed by a comprehensive report on the transfer at the meeting of this Committee to be held on 18 September 2014.</i>	1
<b>7. RISK MANAGEMENT UPDATE</b> REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET MANAGEMENT <i>For the Committee to consider and comment on the update of the management of the Strategic /Corporate risks owned by the Senior Management Team and Cabinet and review the Annual Report on Risk Management</i>	3

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<p><b>8. DRAFT ANNUAL GOVERNANCE STATEMENT FOR 2013 - 2014</b>  REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET  MANAGEMENT  <i>For the Committee to review and comment on the Draft Annual Governance  Statement for 2013-2014 and to note the improvement actions arising from the  Annual Governance Statement for 2013-2014 for implementation in 2014-2015.</i></p>	31
<p><b>9. ANTI FRAUD AND CORRUPTION AND ANTI MONEY LAUNDERING  POLICIES</b>  REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET  MANAGEMENT  <i>For the Committee to consider and comment on the NHDC Anti – Fraud and  NHDC Anti – Money Laundering Policies.</i></p>	55
<p><b>10. SIAS UPDATE ON PROGRESS AGAINST THE 2014 – 2015 AUDIT  PLAN</b>  REPORT OF THE HEAD OF ASSURANCE – SHARED INTERNAL  AUDIT SERVICES  <i>For the Committee to consider and note the Internal Audit Progress Report for  the period to 6 June 2014.</i></p>	97
<p><b>11. NHDC – ANNUAL ASSURANCE STATEMENT AND INTERNAL AUDIT  ANNUAL REPORT 2013-2014</b>  REPORT OF THE HEAD OF ASSURANCE – SHARED INTERNAL  AUDIT SERVICES  <i>For the Committee to consider and note the Annual Assurance Statement and  Internal Audit Annual Report.</i></p>	117
<p><b>12. REVENUE BUDGET OUTTURN 2013 – 2014</b>  REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY  AND GOVERNANCE  <i>For the Committee to consider and comment on the draft report to Cabinet.</i></p>	153
<p><b>13. CAPITAL BUDGETS OUTTURN 2013 – 2014</b>  REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY  AND GOVERNANCE  <i>For the Committee to consider and comment on the draft report to Cabinet.</i></p>	173
<p><b>14. ANNUAL TREASURY MANAGEMENT REVIEW 2013-2014</b>  REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY  AND GOVERNANCE  <i>For the Committee to consider and comment on the draft report to the Cabinet.</i></p>	195
<p><b>15. FUTURE MEETINGS – POSSIBLE AGENDA ITEMS</b>  Introduced by the Chairman.</p>	-

The dates on which the Finance, Audit and Risk Committee will meet in the 2014 - 2015 Civic Year are as follows:

2014 - Thursday 18 September, Thursday 11 December

2015 - Monday 26 January, Wednesday 11 February, Wednesday 18 March