

28 November 2014

Our Ref. FAR Cttee 12.14

Your ref:

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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, GERNON ROAD,  
LETCHWORTH GARDEN CITY**

On

**THURSDAY 11 DECEMBER 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>-</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 18 September 2014.	<b>-</b>
<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>-</b>
<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>-</b>
<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>-</b>
<b>6. NORTH HERTFORDSHIRE DISTRICT COUNCIL – THE ANNUAL AUDIT LETTER</b> REPORT FROM GRANT THORNTON <i>For the Committee to review and comment on the Grant Thornton Annual Audit Letter.</i>	<b>1</b>
<b>7. NHDC PAYROLL SERVICE UPDATE</b> REPORT OF THE CORPORATE HUMAN RESOURCES MANAGER <i>For the Committee to be appraised of progress since April 2014.</i>	<b>9</b>
<b>8. RISK MANAGEMENT UPDATE</b> REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET MANAGEMENT <i>For the Committee to receive an update on the management of Cabinet and Senior Management Team Top Risks</i>	<b>15</b>
<b>9. PROPOSED SHARED ANTI-FRAUD SERVICE PARTNERSHIP</b> REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE	<b>51</b>

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<p><b>10. SIAS – UPDATE ON PROGRESS AGAINST THE 2014-2015 AUDIT PLAN</b>            REPORT OF THE AUDIT MANAGER – SHARED INTERNAL AUDIT SERVICE  <i>For the Committee to note the Internal Audit Progress Report at 21 November 2014.</i></p>	<b>71</b>
<p><b>11. AMENDMENTS TO THE COUNCIL’S FINANCIAL REGULATIONS</b>            REPORT OF THE HEAD OF FINANCE, PERFORMANCE AND ASSET MANAGEMENT  <i>For the Committee to review the draft report that will be presented to Cabinet on 27 January 2014.</i></p>	<b>87</b>
<p><b>12. SECOND QUARTER REVENUE BUDGET MONITORING – 2014-2015</b>            REPORT OF THE STRATEGIC DIRECTOR FOR FINANCE, POLICY AND GOVERNANCE  <i>For the Committee to consider and comment on the draft report that will be presented to Cabinet on 16 December 2014.</i></p>	<b>237</b>
<p><b>13. SECOND QUARTER CAPITAL MONITORING 2014-2015</b>            REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE  <i>For the Committee to consider and comment on the draft report that will be presented to Cabinet on 16 December 2014.</i></p>	<b>253</b>
<p><b>14. TREASURY MANAGEMENT MID – YEAR REVIEW 2014-2015</b>            REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE  <i>For the Committee to consider and comment on the draft report that will be presented to Cabinet on 16 December 2014.</i></p>	<b>265</b>
<p><b>15. CORPORATE BUSINESS PLANNING: DRAFT BUDGET 2015 – 2016</b>            REPORT OF THE STRATEGIC DIRECTOR OF FINANCE, POLICY AND GOVERNANCE  <i>For the Committee to</i></p>	<b>283</b>
<p><b>16. FUTURE MEETINGS – POSSIBLE AGENDA ITEMS</b>            Introduced by the Chairman.</p>	<b>-</b>

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

**2015 - Monday 26 January and Wednesday 18 March**