

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Finance, Audit and Risk Committee held in the Council Chamber, Council Offices, Gernon Road, Letchworth Garden City on Monday, 17th December, 2018 at 7.30 pm

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor T Tyler and as a result Councillor S Jarvis attended the meeting as the Substitute Councillor.

2 MINUTES - 30 JULY 2018

RESOLVED: That the Minutes of the Meeting of the Finance, Audit and Risk Committee held on 30 July 2018 be approved as a true record of the proceedings and be signed by the Chairman.

3 MINUTES - 24 SEPTEMBER 2018

RESOLVED: That the Minutes of the Meeting of the Finance, Audit and Risk Committee held on 24 September 2018 be approved as a true record of the proceedings and be signed by the Chairman.

4 NOTIFICATION OF OTHER BUSINESS

In accordance with 100B (4)(B) of the Local Government Act 1972 and in accordance with the urgent procedure rules as contained within the Council's Constitution the following item was considered - Updated Contract Procedure Rules.

REASON FOR DECISION: The Contract Procurement Rules are part of the Constitution (under Section 20) and are revised and updated periodically as part of the Council's governance and procurement review processes.

The Council's Constitution is being reviewed at the Council Meeting in January, which the Procurement Rules will be incorporated. As there was not another Finance Audit and Risk Committee prior to this meeting the matter was considered as a matter of urgency and was therefore not subject to call in.

5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that Members of the public and the press may use their devices to film/photograph. In addition, the sound at this particular meeting was being recorded.

Members were 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, who wished to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.

6 PUBLIC PARTICIPATION

There was no public participation.

7 NHDC PROGRESS REPORT - ANTI-FRAUD PLAN 2018/19

RESOLVED: That the work of the Council and the Shared Anti-Fraud Service in delivering the Anti-Fraud Plan 2018/19 be noted.

REASON FOR DECISION: To enable the Committee to consider the progress report on the Shared Anti-Fraud Service Anti-Fraud Plan 2018/19.

8 NHDC - AUDIT COMMITTEE PROGRESS REPORT

RESOLVED:

That the Finance, Audit and Risk Committee notes:

- i. the Shared Internal Audit Service Progress Report for the period to 30 November 2018;
- ii. the proposed amendments to the 2018/19 Annual Audit Plan; and
- iii. the implementation status of high priority recommendations.

REASON FOR DECISION: To enable the Committee to consider the Shared Internal Audit Service Progress Report.

9 UPDATED CONTRACT PROCUREMENT RULES

RESOLVED: The Finance, Audit and Risk Committee considered the proposed changes to the Contract Procedure Rules and recommended to Council its adoption subject to the following amendment:

'2.4 Failure to comply with the Rules ~~may~~ will result in Officers conduct being examined and may be a breach under the Council's Managing Misconduct Policy....'

REASON FOR DECISION: That the Contract Procurement Rules are part of the Constitution (under Section 20) and are revised and updated periodically as part of the Council's governance and procurement review processes, contributing to effective organisational internal control.

In addition, the review and adoption of the Council's Contract Procurement Rules is a key action in the Council's Procurement Strategy.

10 RISK AND OPPORTUNITIES MANAGEMENT UPDATE

RESOLVED: That the Finance, Audit and Risk Committee notes that there are no changes to the Corporate risks for the Quarter.

REASONS FOR DECISION: The Committee has responsibility to monitor the effective development and operation of risk management.

11 SECOND QUARTER REVENUE MONITORING 2018/19

RESOLVED: That the Finance, Audit and Risk Committee notes the report, to be presented to the Cabinet.

REASON FOR DECISION: To provide an opportunity for the Committee to comment as appropriate on the summary position on revenue, income and expenditure forecasts for the financial year 2018/19, as at the end of the second quarter.

12 SECOND QUARTER CAPITAL MONITORING 2018/19

RESOLVED: That the Finance, Audit and Risk Committee notes the report, to be presented to the Cabinet.

REASON FOR DECISION: To provide an opportunity for the Committee to comment as appropriate on the progress with delivering the capital programme for 2018/19, as at the end of September 2018.

13 TREASURY MANAGEMENT SECOND QUARTER 2018/19

RESOLVED: That the Finance, Audit and Risk Committee notes the report, to be presented to the Cabinet.

REASON FOR DECISION: To provide an opportunity for the Committee to comment as appropriate on the Treasury Management activities in the second quarter of 2018/19 to the end of September 2018.

14 CORPORATE BUSINESS PLANNING - DRAFT BUDGET 2019/20

RESOLVED: That the Finance, Audit and Risk Committee notes the report, to be presented to the Cabinet.

REASON FOR DECISION: To provide an opportunity for the Committee to comment as appropriate on the draft budget for 2019/2020 as per the Committee's Terms of Reference to 'assist the Council and the Cabinet in the development of its Budget and Policy Framework process by in-depth analysis of policy issues pertaining to finance, audit and risk'.

15 FUTURE MEETINGS - POSSIBLE AGENDA ITEMS

The Chairman requested that items as discussed throughout the agenda be included as future agenda items.