

Steve Atkinson MA(Oxon) MBA FIoD FRSA
Chief Executive

Date: 02 December 2011



Hinckley & Bosworth
Borough Council

A Borough to be proud of

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

Mr PAS Hall (Chairman)
Miss DM Taylor (Vice-Chairman)
Mrs R Camamile
Mr DM Gould

Mr MS Hulbert
Mr JS Moore
Mr K Morrell

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **FINANCE, AUDIT & PERFORMANCE COMMITTEE** in the Council Chamber, Council Offices, Argents Mead on **MONDAY, 12 DECEMBER 2011 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Denise Bonser'.

Denise Bonser
Democratic Services Officer

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. DECLARATIONS OF INTEREST

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the Agenda.**

3. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)

To confirm the minutes of the meeting of the Finance Audit & Performance Committee held on 31 October 2011.

4. ANNUAL AUDIT LETTER (Pages 3 - 18)

5. INTERNAL AUDIT PROGRESS REPORT (Pages 19 - 62)

6. PERFORMANCE MANAGEMENT FRAMEWORK (Pages 63 - 80)

7. CAPITAL PROGRAMME 2011/12 TO 2013/14 (Pages 81 - 98)

8. AUDIT RECOMMENDATIONS TRACKING (Pages 99 - 104)

9. REVENUE & CAPITAL OUTTURN 2ND QUARTER 20.11/12 (Pages 105 - 126)

10. WORK PROGRAMME 2011/12 (Pages 127 - 132)