

Informal Joint Performance and Audit Scrutiny Committee



Forest Heath
District Council

Title:	Agenda
Date:	Thursday 4 June 2015
Time:	5.00 pm (PLEASE NOTE TIME AND VENUE)
Venue:	Conference Chamber West West Suffolk House Western Way Bury St Edmunds
Full Members:	To be confirmed at the Annual Council meeting on 27 May 2015.
Substitutes:	Named substitutes are not appointed
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Quorum:	Three Members
Committee administrator:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk

5.00pm	Public Speaking Prior to the start of the informal discussions, members of the public are invited to put questions/statements of not more than 3 minutes duration in relation to the items to be discussed in Part 1 of the agenda only.
5.00pm	Informal discussions with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee on the seven substantive items listed below under Items 5 to 11 inclusive, to be held in <u>Conference Chamber West.</u>
6.00pm	The formal meeting of the Performance and Audit Scrutiny Committee will commence at 6.00pm or immediately following the conclusion of the informal discussions, whichever is the later, in <u>Conference Chamber East.</u>

All Members of St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee will be in attendance to enable informal discussions on the reports listed in Items 5 to 11 inclusive below to take place between the two authorities.

Note: Membership of the St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee to be confirmed following their Annual Council meeting held on 19 May 2015.

On the conclusion of the informal joint discussions, Members of Forest Heath's Performance and Audit Scrutiny Committee will withdraw from Conference Chamber West to **Conference Chamber East** to hold their formal meeting as follows:

Procedural Matters

Part 1(A) - Public

- 1. Apologies for Absence**
- 2. Substitutes**
- 3. Public Participation**

Members of the public are invited to put questions/statements of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only.
- 4. Minutes** **1 - 8**

To confirm the minutes of the meeting held on 29 January 2015 (copy attached).

(Following the informal discussions held with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee on Items 5 to 11 below, Members are reminded that no further debate shall take place. However, Members are requested to either formally note/resolve Items 5 to 11 below).
- 5. Internal Audit Annual Report (2014-15) and Outline Internal Audit Plan (2015-16)** **9 - 52**

Report No: **PAS/FH/15/006**
(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/15/006)
- 6. West Suffolk Annual Governance Statement (2013-14) Action Plan Update** **53 - 60**

Report No: **PAS/FH/15/007**
(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/15/007)
- 7. Key Performance Indicators and Quarter 4 Performance Report 2014-15** **61 - 70**

Report No: **PAS/FH/15/008**
(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/15/008)
- 8. Performance Management Report 2015-2016** **71 - 78**

Report No: **PAS/FH/15/009**
(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/15/009)

	Page No
9. West Suffolk Strategic Risk Register Quarterly Report - March 2015	79 - 92
Report No: PAS/FH/15/010 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/15/010)</i>	
10. Biannual Corporate Complaints and Compliments Digest	93 - 110
Report No: PAS/FH/15/011 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/15/011)</i>	
11. Work Programme Update	111 - 116
Report No: PAS/FH/15/012 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/15/012)</i>	

Part 1(B) – Public

12. Ernst and Young - Annual Certification Report 2013-2014	117 - 130
Report No: PAS/FH/15/013	
13. Ernst and Young - Presentation of External Audit Plan and Fees 2014-15 and 2015-16 Indicative Fees	131 - 162
Report No: PAS/FH/15/014	
14. Financial Outturn Report (Revenue and Capital) 2014-15	163 - 186
Report No: PAS/FH/15/015	