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# Informal Joint Performance and Audit Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Thursday 4 June 2015</b>
<b>Time:</b>	<b>5.00 pm</b>
<b>Venue:</b>	<b>Conference Chamber West West Suffolk House</b> Western Way Bury St Edmunds
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Sarah Broughton <b>Vice Chairman</b> Patricia Warby</p> <p>Full members and Substitutes of the Committee to be confirmed following Annual Council held on 19 May 2015.</p>
<b>Interests – Declaration and Restriction on Participation:</b>	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.
<b>Quorum:</b>	Four Members
<b>Committee administrator:</b>	<b>Christine Brain</b> Scrutiny Officer <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>

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<b>5.00pm</b>	<b>Public Speaking</b>  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.
<b>5.00pm</b>	Informal discussions with Forest Heath District Council's Performance and Audit Scrutiny Committee on the seven substantive items listed below under Items 5 to 11 inclusive, to be held in <b><u>Conference Chamber West.</u></b>
<b>6.00pm</b>	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 <b><u>Conference Chamber West.</u></b>

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All Members of Forest Heath District Council's Performance and Audit Scrutiny Committee have been invited 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 Forest Heath District Council's Performance and Audit Scrutiny Committee to be confirmed at their Annual Council meeting on 27 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 and St Edmundsbury's Performance and Audit Scrutiny Committee will continue its meeting in **Conference Chamber West** as follows:

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# Agenda

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## Procedural Matters

### Part 1(A) - Public

**1. Apologies for Absence**

**2. Substitutions**

Any Member who is substituting for another Member should so indicate, together with the name of the relevant absent Member.

**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 - 10**

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

*(Following the informal discussions held with Forest Heath District 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)**

**11 - 54**

Report No: **PAS/SE/15/006**

*(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/15/006)*

**6. West Suffolk Annual Governance Statement (2013-14) Action Plan Update**

**55 - 62**

Report No: **PAS/SE/15/007**

*(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/15/007)*

**7. Key Performance Indicators and Quarter 4 Performance Report 2014-15**

**63 - 72**

Report No: **PAS/SE/15/008**

*(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/15/008)*

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<b>8. Performance Management Report 2015-2016</b>	<b>73 - 80</b>
Report No: <b>PAS/SE/15/009</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/15/009)</i>	
<b>9. West Suffolk Strategic Risk Register Quarterly Report - March 2015</b>	<b>81 - 94</b>
Report No: <b>PAS/SE/15/010</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/15/010)</i>	
<b>10. Biannual Corporate Complaints and Compliments Digest</b>	<b>95 - 112</b>
Report No: <b>PAS/SE/15/011</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/15/011)</i>	
<b>11. Work Programme Update</b>	<b>113 - 118</b>
Report No: <b>PAS/SE/15/012</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/15/012)</i>	

### **Part 1(B) - Public**

<b>12. Ernst and Young - Annual Certification Report 2013-2014</b>	<b>119 - 132</b>
Report No: <b>PAS/SE/15/013</b>	
<b>13. Ernst and Young - Presentation of External Audit Plan and Fees 2014-15 and 2015-16 Indicative Fees</b>	<b>133 - 164</b>
Report No: <b>PAS/SE/15/014</b>	
<b>14. Financial Outturn Report (Revenue and Capital) 2014-15</b>	<b>165 - 190</b>
Report No: <b>PAS/SE/15/015</b>	
<b>15. Decision Relating to Complaint to Local Government Ombudsman</b>	<b>191 - 198</b>
Report No: <b>PAS/SE/15/016</b>	

### **Part 2 - Exempt**

NONE