

Informal Joint Performance and Audit Scrutiny Committee



Forest Heath
District Council

Title:	Agenda												
Date:	Thursday 24 November 2016												
Time:	5.00pm												
Venue:	Council Chamber District Offices College Heath Road Mildenhall												
Full Members:	<p style="text-align: center;">Chairman Louis Busuttill</p> <p style="text-align: center;">Vice Chairman Colin Noble</p> <p><u>Conservative Members (8)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Michael Anderson</td> <td style="width: 33%;">Louis Busuttill</td> </tr> <tr> <td>Chris Barker</td> <td>Louise Marston</td> </tr> <tr> <td>John Bloodworth</td> <td>Christine Mason</td> </tr> <tr> <td>Rona Burt</td> <td>Colin Noble</td> </tr> </table> <p><u>West Suffolk Independent (1)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Simon Cole</td> <td></td> </tr> </table> <p><u>UKIP (1)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Peter Ridgwell</td> <td></td> </tr> </table>	Michael Anderson	Louis Busuttill	Chris Barker	Louise Marston	John Bloodworth	Christine Mason	Rona Burt	Colin Noble	Simon Cole		Peter Ridgwell	
Michael Anderson	Louis Busuttill												
Chris Barker	Louise Marston												
John Bloodworth	Christine Mason												
Rona Burt	Colin Noble												
Simon Cole													
Peter Ridgwell													
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 Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk												

5.00pm	Informal discussions with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee on the four substantive items listed below under Items 5 to 8 inclusive, to be held in the Council Chamber .
5.15pm	The formal meeting of the Performance and Audit Scrutiny Committee will commence at 5.15pm or immediately following the conclusion of the informal discussions, which ever is the later, in the Council Chamber .

All Members of St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee have been invited to attend the meeting to enable informal discussions on the reports listed in Items 5 to 8 inclusive below to take place between the two authorities:

COUNCILLORS

Conservative Members (8)	Sarah Broughton Jane Midwood Peter Thompson	Beccy Hopfensperger Karen Richardson Patricia Warby	Betty Mclatchy David Roach
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Charter Member (1) David Nettleton

UKIP Member (1) Barry Robbins

SUBSTITUTES

Conservative Members (3)	Jeremy Farthing	Susan Glossop	Ivor Mclatchy
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Charter Member (1) Diane Hind

UKIP Member (1) John Burns

On the conclusion of the informal joint discussions, Members of St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee will withdraw from the Council Chamber to the Training Room to hold their meeting and Forest Heath's Performance and Audit Scrutiny Committee will continue as follows:

Public Information

Venue:	District Offices College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The District Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public speaking:	<p>Members of the public who live or work in the District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.</p>	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>	

Agenda

Procedural Matters

Part 1(A) - Public

- 1. Substitutes**
- 2. Apologies for Absence**
- 3. Minutes** **1 - 6**

To confirm the minutes of the meeting held on 22 September 2016 (copy attached).
- 4. Public Participation**

Members of the public who live or work in Forest Heath are invited to put one question/statement of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within 3 minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

(Following the informal discussions held with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee on Items 5 to 8 below, Members are reminded that no further debate shall take place. However, Members are requested to either formally note/resolve/recommend Items 5 to 8 below).
- 5. Mid-year Internal Audit Progress Report 2016-2017** **7 - 14**

Report No: **PAS/FH/16/025**
(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/16/024)
- 6. Balanced Scorecards and Quarter 2 Performance Report 2016-2017** **15 - 30**

Report No: **PAS/FH/16/026**
(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/16/025)

	Page No
7. West Suffolk Strategic Risk Register Quarterly Monitoring Report - September 2016 Report No: PAS/FH/16/027 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/16/026)</i>	31 - 46
8. Work Programme Update Report No: PAS/FH/16/028 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/16/027)</i>	47 - 50
 <u>Part 1(B) – Public</u> 	
9. Ernst and Young - Presentation of Annual Audit Letter 2015-2016 Report No: PAS/FH/16/029	51 - 76
10. Annual Corporate Environmental Performance 2015-2016 Report No: PAS/FH/16/030	77 - 94
11. Financial Performance Report (Revenue and Capital) - Quarter 2 (April to September 2016) Report No: PAS/FH/16/031	95 - 116
12. Delivering a Sustainable Budget Medium Term Financial Strategy 2017-2020 Report No: PAS/FH/16/032	117 - 132
13. Mid-Year Treasury Management Report and Investment Activity (April to September 2016) Report No: PAS/FH/16/033	133 - 142