

# Informal Joint Performance & Audit Scrutiny Committee



**Forest Heath**  
District Council

|  |   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
|--|---|------------------|-----------------|-----------------|--------------|--|----------------|-----------------|--|-----------------|-----------|--|-------------|------------|--|--|----------------|--|--|
| <b>Title:</b>  | <b>Agenda</b>   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| <b>Date:</b>   | <b>Thursday 25 May 2017</b>   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| <b>Time:</b>   | <b>5.00 pm</b>  |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| <b>Venue:</b>  | <b>Conference Chamber West<br/>West Suffolk House</b><br>Western Way, Bury St Edmunds   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| <b>Full Members:</b>   | <p style="text-align: center;"><b>Chairman</b> Louis Busuttill</p> <p style="text-align: center;"><b>Vice Chairman</b> 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> <td style="width: 33%;">Louis Busuttill</td> </tr> <tr> <td>Chris Barker</td> <td></td> <td>Louise Marston</td> </tr> <tr> <td>John Bloodworth</td> <td></td> <td>Christine Mason</td> </tr> <tr> <td>Rona Burt</td> <td></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 style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> <p><u>UKIP (1)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Peter Ridgwell</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> | Michael Anderson | Louis Busuttill | Louis Busuttill | Chris Barker |  | Louise Marston | John Bloodworth |  | Christine Mason | Rona Burt |  | Colin Noble | Simon Cole |  |  | Peter Ridgwell |  |  |
| Michael Anderson   | Louis Busuttill   | Louis Busuttill  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| Chris Barker   |   | Louise Marston   |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| John Bloodworth  |   | Christine Mason  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| Rona Burt  |   | Colin Noble      |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| Simon Cole   |   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| Peter Ridgwell   |   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| <b>Substitutes:</b>  | Named substitutes are not appointed   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| <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>   | Three Members   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |
| <b>Committee administrator:</b>                                  | <b>Christine Brain</b><br>Democratic Services Officer (Scrutiny)<br><b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>   |                  |                 |                 |              |  |                |                 |  |                 |           |  |             |            |  |  |                |  |  |

|               |  |
|---------------|--|
| <b>5.00pm</b> | Informal discussions with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee on the six substantive items listed under Items 5 to 10 inclusive, to be held in <b>Conference Chamber West</b> .        |
| <b>5.30pm</b> | The formal meeting of the Performance and Audit Scrutiny Committee will commence at 5.30pm or immediately following the conclusions of the informal discussions, whichever is the later, in <b>Conference Chamber East</b> . |

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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 10 to take place between the two authorities.

**COUNCILLORS**

*Membership subject to approval at Annual Council on 18 May 2017:*

|                             |   |   |   |
|-----------------------------|---|---|---|
| Conservative<br>Members (9) | Sarah Broughton<br>Jane Midwood<br>Andrew Smith | Beccy Hopfensperger<br>Karen Richardson<br>Peter Thompson | Betty McLatchy<br>David Roach<br>Patricia Warby |
| UKIP Member (1)             | Barry Robbins                                   |   |   |

**SUBSTITUTES**

|                             |                 |               |               |
|-----------------------------|-----------------|---------------|---------------|
| Conservative<br>Members (3) | Jeremy Farthing | Susan Glossop | Ivor McLatchy |
| UKIP Member (1)             | John Burns      |               |               |

# Public Information

|   |   |   |
|---|---|---|
| <b>Venue:</b>   | <b>West Suffolk House</b><br>Western Way<br>Bury St Edmunds<br>Suffolk,<br>IP33 3YU   | Tel: 01284 763233<br>Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a><br>Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a> |
| <b>Access to agenda and reports before the meeting:</b> | Copies of the agenda and reports are open for public inspection at the above address and at Forest Heath District Council, Mildenhall at least five clear days before the meeting. They are also available to view on our website.  |   |
| <b>Attendance at meetings:</b>                          | The 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.   |   |
| <b>Public speaking:</b>                                 | <p>Members of the public who live or work in West Suffolk 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> |   |
| <b>Disabled access:</b>                                 | <p>West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons.</p> <p>Visitors parking is at the car park at the front of the building and there are a number of accessible spaces.</p>  |   |
| <b>Induction loop:</b>                                  | An Induction loop is available for meetings held in the Conference Chamber and some other meeting rooms.  |   |
| <b>Recording of meetings:</b>                           | <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 - 8**

To confirm the minutes of the meeting held on 25 January 2017 (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 10 below, Members are reminded that no further debate shall take place. However, Members are requested to either formally note/resolve/recommend Items 5 to 10 below).*
- 5. Internal Audit Charter** **9 - 22**

Report No: **PAS/FH/17/008**  
*(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/006)*
- 6. Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018)** **23 - 66**

Report No: **PAS/FH/17/009**  
*(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/007)*

|   | <b>Page No</b>   |
|---|------------------|
| <b>7. Balanced Scorecards Report and Quarter 4 Performance (2016-2017)</b>  | <b>67 - 82</b>   |
| Report No: <b>PAS/FH/17/010</b><br><i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/008)</i> |                  |
| <b>8. Balanced Scorecards Indicators and Targets for 2017/2018</b>  | <b>83 - 96</b>   |
| Report No: <b>PAS/FH/17/011</b><br><i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/009)</i> |                  |
| <b>9. West Suffolk Strategic Risk Register Quarterly Report - March 2017</b>  | <b>97 - 114</b>  |
| Report No: <b>PAS/FH/17/012</b><br><i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/010)</i> |                  |
| <b>10. Work Programme Update</b>  | <b>115 - 118</b> |
| Report No: <b>PAS/FH/17/013</b><br><i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/011)</i> |                  |

### **Part 1(B) – Public**

|   |                  |
|---|------------------|
| <b>11. Financial Performance Report Revenue and Capital) Outturn - 2016-2017</b>                                      | <b>119 - 142</b> |
| Report No: <b>PAS/FH/17/014</b>   |                  |
| <b>12. Ernst and Young - Certification of Claims and Returns Annual Report (2015-2016)</b>                            | <b>143 - 154</b> |
| Report No: <b>PAS/FH/17/015</b>   |                  |
| <b>13. Ernst and Young - Presentation of the External Audit Plan and Fees 2016-2017 and 2017-2018 Indicative Fees</b> | <b>155 - 182</b> |
| Report No: <b>PAS/FH/17/016</b>   |                  |