

# Informal Joint Performance and Audit Scrutiny Committee



St Edmundsbury  
BOROUGH 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 West Suffolk House</b> Western Way Bury St Edmunds						
<b>Full Members:</b>	<p style="text-align: center;"><b>Membership subject to approval at Annual Council on 18 May 2017</b></p> <p style="text-align: center;"><b>Chairman</b> To be appointed by Annual Council <b>Vice Chairman</b> To be appointed by Annual Council</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"><u>Conservative Members (9)</u></td> <td style="vertical-align: top;">Sarah Broughton Beccy Hopfensperger Betty McLatchy Jane Midwood Karen Richardson</td> <td style="vertical-align: top;">David Roach Andrew Smith Peter Thompson Patricia Warby</td> </tr> <tr> <td style="vertical-align: top;"><u>UKIP Member (1)</u></td> <td style="vertical-align: top;">Barry Robbins</td> <td></td> </tr> </table>	<u>Conservative Members (9)</u>	Sarah Broughton Beccy Hopfensperger Betty McLatchy Jane Midwood Karen Richardson	David Roach Andrew Smith Peter Thompson Patricia Warby	<u>UKIP Member (1)</u>	Barry Robbins	
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<b>Substitutes:</b>	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"><u>Conservative Members (3)</u></td> <td style="vertical-align: top;">Jeremy Farthing Susan Glossop</td> <td style="vertical-align: top;">Ivor McLatchy</td> </tr> <tr> <td style="vertical-align: top;"><u>UKIP Member (1)</u></td> <td style="vertical-align: top;">John Burns</td> <td></td> </tr> </table>	<u>Conservative Members (3)</u>	Jeremy Farthing Susan Glossop	Ivor McLatchy	<u>UKIP Member (1)</u>	John Burns	
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<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> Democratic Services Officer (Scrutiny) <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 Forest Heath District 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 conclusion of the informal discussions, whichever is the later, in <b>Conference Chamber West</b> .

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All Members of Forest Heath's Performance and Audit Scrutiny Committee have been invited to attend to enable informal discussions on the reports listed in Items 5 to 10 inclusive below to take place between the two authorities:

**COUNCILLORS**

Conservative Members (8)	Michael Anderson Rona Burt Christine Mason	Chris Barker Louis Busuttil Colin Noble	John Bloodworth Louise Marston
West Suffolk Independent (1)	Simon Cole		
UKIP (1)	Peter Ridgwell		

On the conclusion of the informal discussions, Forest Heath District Council'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:

# Public Information

<b>Venue:</b>	<b>West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 763233 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> 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 at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The Borough 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 the Borough 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 lifts is restricted for health and safety reasons.</p> <p>Visitor 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.	
<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. Substitutions**

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

**2. Apologies for Absence**

**3. Minutes**

**1 - 10**

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 the Borough are invited to put one question or 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 of the meeting is scheduled to start. There is an overall time limit of 15 minutes of public speaking, which may be extended at the Chairman's discretion.

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

**11 - 24**

Report No: **PAS/SE/17/006**

*(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/17/008)*

**6. Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018)**

**25 - 68**

Report No: **PAS/SE/17/007**

*(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/17/009)*

	<b>Page No</b>
<b>7. Balanced Scorecards and Quarter 4 Performance Report 2016-2017</b>	<b>69 - 84</b>
Report No: <b>PAS/SE/17/008</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/17/010)</i>	
<b>8. Balanced Scorecards Indicators and Targets for 2017/2018</b>	<b>85 - 98</b>
Report No: <b>PAS/SE/17/009</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/17/011)</i>	
<b>9. West Suffolk Strategic Risk Register Quarterly Monitoring Report - March 2017</b>	<b>99 - 116</b>
Report No: <b>PAS/SE/17/010</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/17/012)</i>	
<b>10. Work Programme Update</b>	<b>117 - 120</b>
Report No: <b>PAS/SE/17/011</b> <i>(For reference purposes, Forest Heath District Council's Report Number is PAS/FH/17/013)</i>	

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

<b>11. Ernst and Young - Certification of Claims and Returns Annual Report 2015-2016</b>	<b>121 - 132</b>
Report No: <b>PAS/SE/17/012</b>	
<b>12. Ernst and Young - External Audit Plan and Fees 2016-2017 and 2017-2018 Indicative Fees</b>	<b>133 - 160</b>
Report No: <b>PAS/SE/17/013</b>	
<b>13. Financial Performance Report (Revenue and Capital) Outturn - 2016-2017</b>	<b>161 - 188</b>
Report No: <b>PAS/SE/17/014</b>	

### **Part 2 - Exempt**

NONE