

Performance and Audit Scrutiny Committee



Forest Heath
District Council

Title:	Agenda								
Date:	Thursday 27 July 2017								
Time:	5.00 pm								
Venue:	Conference Chamber West West Suffolk House Western Way, Bury St Edmunds								
Full Members:	<p style="text-align: center;">Chairman Louis Busuttill</p> <p style="text-align: center;">Vice Chairman Colin Noble</p> <p><i>Conservative Members (8)</i></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>Simon Cole</td> </tr> <tr> <td>John Bloodworth</td> <td>Christine Mason</td> </tr> <tr> <td>Rona Burt</td> <td>Colin Noble</td> </tr> </table> <p><i>West Suffolk Independent (1)</i></p> <p style="text-align: center;">Vacancy</p> <p><i>UKIP (1)</i></p> <p style="text-align: center;">Peter Ridgwell</p>	Michael Anderson	Louis Busuttill	Chris Barker	Simon Cole	John Bloodworth	Christine Mason	Rona Burt	Colin Noble
Michael Anderson	Louis Busuttill								
Chris Barker	Simon Cole								
John Bloodworth	Christine Mason								
Rona Burt	Colin Noble								
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 three substantive items listed under Items 5 to 7 inclusive, to be held in Conference Chamber West .
5.15pm	The formal meeting of the Performance and Audit Scrutiny Committee will commence at 5.15pm or immediately following the conclusions of the informal discussions, whichever is the later, in Conference Chamber East .

All Members of St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee will be in attendance to enable informal discussions on the report listed in Items 5 to 7 to take place between the two authorities.

COUNCILLORS

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

SUBSTITUTES

Conservative Members (3)	Jeremy Farthing	Susan Glossop	Ivor McLatchy
UKIP Member (1)	John Burns		

Public Information

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk, IP33 3YU	Tel: 01284 763233 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 and at Forest Heath District Council, Mildenhall at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	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.	
Public speaking:	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. 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 time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
Disabled access:	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. Visitors parking is at the car park at the front of the building and there are a number of accessible spaces.	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber and some other meeting rooms.	
Recording of meetings:	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). 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.	

Agenda

Procedural Matters

Part 1(A) - Public

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|-----------|---|--|----------------|
| 1. | Substitutes | | |
| 2. | Apologies for Absence | | |
| 3. | Minutes | | 1 - 16 |
| | To confirm the minutes of the meetings held on 25 January 2017 and 25 May 2017 (copies 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. | | |
| | <i>(Following the informal discussions held with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee on Items 5 to 7 below, Members are reminded that no further debate shall take place. However, Members are requested to either formally note/resolve/recommend Items 5 to 7 below).</i> | | |
| 5. | Balanced Scorecards and Quarter 1 Performance Report 2017-2018 | | 17 - 30 |
| | Report No: PAS/FH/17/017
<i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/015)</i> | | |
| 6. | West Suffolk Strategic Risk Register Monitoring Report - June 2017 | | 31 - 50 |
| | Report No: PAS/FH/17/018
<i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/016)</i> | | |
| 7. | Work Programme Update | | 51 - 54 |
| | Report No: PAS/FH/17/019
<i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/017)</i> | | |

Part 1(B) - Public

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| 8. Internal Audit Charter | 55 - 68 |
| Report No: PAS/FH/17/020 | |
| (Item deferred from meeting held on 25 May 2017) | |
| 9. Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018) | 69 - 112 |
| Report No: PAS/FH/17/021 | |
| (Item deferred from meeting held on 25 May 2017) | |
| 10. Financial Performance Report (Revenue and Capital) - Quarter 1 (April to June 2017) | 113 - 132 |
| Report No: PAS/FH/17/022 | |
| 11. Annual Treasury Management Report 2015-2016 and Investment Activity (April - June 2017) | 133 - 158 |
| Report No: PAS/FH/17/023 | |