

Informal Joint Performance and Audit Scrutiny Committee



Forest Heath
District Council

Title:	Agenda												
Date:	Wednesday 29 November 2017												
Time:	5.00 pm												
Venue:	Council Chamber District Offices College Heath Road Mildenhall												
Full Members:	<p style="text-align: center;">Chairman Louis Busuttil</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 Busuttil</td> </tr> <tr> <td>Chris Barker</td> <td>Simon Cole</td> </tr> <tr> <td>Rona Burt</td> <td>Christine Mason</td> </tr> <tr> <td>John Bloodworth</td> <td>Colin Noble</td> </tr> </table> <p><i>West Suffolk Independent (1)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Andrew Appleby</td> <td></td> </tr> </table> <p><i>UKIP (1)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Peter Ridgwell</td> <td></td> </tr> </table>	Michael Anderson	Louis Busuttil	Chris Barker	Simon Cole	Rona Burt	Christine Mason	John Bloodworth	Colin Noble	Andrew Appleby		Peter Ridgwell	
Michael Anderson	Louis Busuttil												
Chris Barker	Simon Cole												
Rona Burt	Christine Mason												
John Bloodworth	Colin Noble												
Andrew Appleby													
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 six substantive items listed below under Items 5 to 10 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, whichever 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 10 inclusive below 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
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UKIP Member (1) Barry Robbins

SUBSTITUTES

Conservative Members (3)	Mary Evans	Susan Glossop	Ivor Mclatchy
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UKIP Member (1) Jason Crooks

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 - 8

To confirm the minutes of the meeting held on 21 September 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. External Quality Assessment of Internal Audit against the Public Sector Internal Audit Standards

9 - 16

Report No: **PAS/FH/17/030**

(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/026)

6. Mid-Year Internal Audit Progress Report 2017-2018

17 - 26

Report No: **PAS/FH/17/031**

(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/027)

	Page No
7. Balanced Scorecards and Quarter 2 Performance Report 2017-2018	27 - 42
Report No: PAS/FH/17/032 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/028)</i>	
8. West Suffolk Strategic Risk Register Quarterly Monitoring Report - September 2017	43 - 56
Report No: PAS/FH/17/033 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/029)</i>	
9. Work Programme Update	57 - 58
Report No: PAS/FH/17/034 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/030)</i>	
10. Building Control - Improvement Plan	59 - 66
Report No: PAS/FH/17/035 <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/17/031)</i>	
<u>Part 1(B) – Public</u>	
11. Ernst and Young - Annual Audit Letter 2016-2017	67 - 98
Report No: PAS/FH/17/036	
12. Financial Performance Report (Revenue and Capital) Quarter 2 - 2017-2018	99 - 122
Report No: PAS/FH/17/037	
13. Delivering a Sustainable Medium Term Financial Strategy 2018-2021	123 - 132
Report No: OAS/FH/17/038	
14. Mid-Year Treasury Management Report and Investment Activity (April - September 2017)	133 - 142
Report No: PAS/FH/17/039	

15. Exclusion of the Press and Public

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Part 2 – Exempt

16. Exempt Appendix 1: Building Control - Improvement Plan (para 3) 143 - 144

Exempt Appendix 1 to Report No: **PAS/FH/17/035**