

# Informal Joint Performance and Audit Scrutiny Committee



Forest Heath  
District Council

<b>Title:</b>	<b>Agenda</b>															
<b>Date:</b>	<b>Thursday 31 May 2018</b>															
<b>Time:</b>	<b>5.00 pm</b>															
<b>Venue:</b>	<b>Council Chamber District Offices</b> College Heath Road Mildenhall															
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Louis Busuttil</p> <p style="text-align: center;"><b>Vice Chairman</b> Colin Noble</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>Conservative</u></td> <td style="width: 33%;">Michael Anderson</td> <td style="width: 33%;">Louis Busuttil</td> </tr> <tr> <td><u>Members (8)</u></td> <td>Chris Barker</td> <td>Simon Cole</td> </tr> <tr> <td></td> <td>John Bloodworth</td> <td>Christine Mason</td> </tr> <tr> <td></td> <td>Rona Burt</td> <td>Colin Noble</td> </tr> <tr> <td><u>UKIP (2)</u></td> <td>Peter Ridgwell</td> <td>Reg Silvester</td> </tr> </table>	<u>Conservative</u>	Michael Anderson	Louis Busuttil	<u>Members (8)</u>	Chris Barker	Simon Cole		John Bloodworth	Christine Mason		Rona Burt	Colin Noble	<u>UKIP (2)</u>	Peter Ridgwell	Reg Silvester
<u>Conservative</u>	Michael Anderson	Louis Busuttil														
<u>Members (8)</u>	Chris Barker	Simon Cole														
	John Bloodworth	Christine Mason														
	Rona Burt	Colin Noble														
<u>UKIP (2)</u>	Peter Ridgwell	Reg Silvester														
<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> 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 joint discussions with St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee on the nine items listed under Items 5 to 13 inclusive, to be held in the <b>Council Chamber</b> .  The formal meeting of the Performance and Audit Scrutiny Committee will commence immediately following the conclusion of the informal joint discussions, in the <b>Council Chamber</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 joint discussions on the reports listed in Items 5 to 13 to take place between the two authorities:

**COUNCILLORS**

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

**SUBSTITUTES**

Conservative Members (3)	Mary Evans	Susan Glossop	Vacancy
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# Public Information



**Forest Heath**

District Council

<b>Venue:</b>	<b>District Offices</b> College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 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 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.	
<b>Public speaking:</b>	<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. 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>	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.	
<b>Induction loop:</b>	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
<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>	

<b>Personal Information:</b>	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.
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# Agenda

## Procedural Matters

### Part 1 - Public

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|-----------|--|----------------|
| <b>1.</b> | <b>Substitutes</b>   |                |
| <b>2.</b> | <b>Apologies for Absence</b>   |                |
| <b>3.</b> | <b>Minutes</b>   | <b>1 - 10</b>  |
|           | To confirm the minutes of the meeting held on 31 January 2018 (copy attached).   |                |
| <b>4.</b> | <b>Public Participation</b>  |                |
|           | 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 13 below, Members are reminded that no further debate shall take place. However, Members are requested to either formally note/resolve/recommend Items 5 to 13 below).</i>  |                |
| <b>5.</b> | <b>External Quality Assessment of Internal Audit Outcomes</b>  | <b>11 - 26</b> |
|           | Report No: <b>PAS/FH/18/011</b><br><i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/009)</i>  |                |
| <b>6.</b> | <b>Internal Audit Annual Report (2017-2018)</b>  | <b>27 - 58</b> |
|           | Report No: <b>PAS/FH/18/012</b><br><i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/010)</i>  |                |
| <b>7.</b> | <b>Outline Internal Audit Plan (2018-2019)</b>   | <b>59 - 76</b> |
|           | Report No: <b>PAS/FH/18/013</b><br><i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/011)</i>  |                |

	<b>Page No</b>
<b>8. Balanced Scorecards Quarter Four Performance (2017-2018)</b>	<b>77 - 90</b>
Report No: <b>PAS/FH/18/014</b> <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/012)</i>	
<b>9. 2018-2019 Draft Performance Indicators and Targets</b>	<b>91 - 106</b>
Report No: <b>PAS/FH/18/015</b> <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/013)</i>	
<b>10. West Suffolk Strategic Risk Register Quarterly Monitoring Report - March 2018</b>	<b>107 - 120</b>
Report No: <b>PAS/FH/18/016</b> <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/014)</i>	
<b>11. Financial Outturn Report (Revenue and Capital) (2017-2018)</b>	<b>121 - 168</b>
Report No: <b>PAS/FH/18/017</b> <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/015)</i>	
<b>12. Ernst and Young - 2018-2019 Indicative Fees</b>	<b>169 - 184</b>
Report No: <b>PAS/FH/18/018</b> <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/016)</i>	
<b>13. Work Programme Update</b>	<b>185 - 188</b>
Report No: <b>PAS/FH/18/019</b> <i>(For reference purposes, St Edmundsbury Borough Council's Report Number is PAS/SE/18/017)</i>	

## **Part 2 – Exempt**

**NONE**