

# Performance and Audit Scrutiny Committee

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Thursday 30 May 2019</b>
<b>Time:</b>	<b>5.00 pm</b>
<b>Venue:</b>	<b>District Offices Council Chamber</b> College Heath Road Mildenhall, IP28 7EY
<b>Full Members (12)</b>	<p style="text-align: center;"><b>Chair</b></p> <p style="text-align: center;"><b>Vice Chair</b></p> <p><i>Conservative Members (TBC)</i></p> <p><i>Spectrum Members (TBC)</i></p> <p><i>Independent Members (TBC)</i></p> <p><i>Labour Members (TBC)</i></p> <p>To be appointed at the Annual Council meeting on 22 May 2019.</p> <p>Membership of the Performance and Audit Scrutiny Committee to be confirmed at, or following the Annual Council meeting on 22 May 2019.</p>
<b>Substitutes: (6)</b>	<p><i>Conservative Members (TBC)</i></p> <p><i>Spectrum Members (TBC)</i></p> <p><i>Independent Members (TBC)</i></p> <p><i>Labour Members (TBC)</i></p> <p>Substitute members of the Performance and Audit Scrutiny Committee to be confirmed at, or following the Annual Council meeting on 22 May 2019.</p>
<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>Venue:</b>	<b>West Suffolk Council District Offices</b> College Heath Road Mildenhall Suffolk IP28 7EY	T: 01638 719729 E: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> W: <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 and following address: <b>West Suffolk Council West Suffolk House</b> Western Way Bury St Edmunds Suffolk IP33 3YU  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 participation:</b>	Members of the public who live or work in the District are welcome to speak and may ask one question or make a 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 Chair's discretion.	
<b>Disabled access:</b>	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.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
<b>Induction loop:</b>	An Induction loop is available for meetings held in the Conference Chamber.	
<b>Recording of meetings:</b>	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.	
<b>Personal Information</b>	Any personal information processed by West Suffolk 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 Information Governance Officer.	

# Agenda

## Procedural Matters

**1. Substitutes**

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

**2. Apologies for Absence**

## Part 1 – Public

**3. Public Participation**

Members of the public who live or work in the District are welcome to speak and may ask one question or make a 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 limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.

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| <b>4. 2018-2019 Performance Report - Year End Outturn</b>                               | <b>1 - 70</b>    |
| Report No: <b>PAS/WS/19/001</b>   |                  |
| <b>5. West Suffolk Strategic Risk Register Quarterly Monitoring Report - March 2019</b> | <b>71 - 84</b>   |
| Report No: <b>PAS/WS/19/002</b>   |                  |
| <b>6. Internal Audit Annual Report (2018-2019)</b>                                      | <b>85 - 108</b>  |
| Report No: <b>PAS/WS/19/003</b>   |                  |
| <b>7. Internal Audit Charter</b>  | <b>109 - 122</b> |
| Report No: <b>PAS/WS/19/004</b>   |                  |
| <b>8. Internal Audit Plan (2019-2020)</b>   | <b>123 - 136</b> |
| Report No: <b>PAS/WS/19/005</b>   |                  |

	<i>Page No</i>
<b>9. Ernst and Young - 2019-2020 Indicative Fees</b> Report No: <b>PAS/WS/19/006</b>	<b>137 - 144</b>
<b>10. Work Programme Update</b> Report No: <b>PAS/WS/19/007</b>	<b>145 - 148</b>

## **Part 2 – Exempt**

**NONE**