

Performance and Audit Scrutiny Committee



Title	Agenda	
Date	Thursday 29 July 2021	
Time	5.00 pm	
Venue	Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds	
Full Members	<p style="text-align: right;">Chair Ian Houlder</p> <p style="text-align: right;">Vice Chair Karen Richardson</p> <p>Conservative Group (8) John Augustine Elaine McManus Nick Clarke Robert Nobbs Ian Houlder Karen Richardson James Lay Peter Thompson</p> <p>The Independent Group (4) Victor Lukaniuk Phil Wittam Andy Neal Vacancy</p> <p>Labour Group (1) Cliff Waterman</p>	
Substitutes	<p>Conservative Group (3) Stephen Frost Clive Springett Marion Rushbrook</p> <p>The Independent Group (2) David Palmer Mick Bradshaw</p> <p>Labour Group (1) Pat Hanlon</p>	
By invitation	Sarah Broughton	Portfolio Holder for Resources and Performance
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	Six Members	
Committee administrator	<p>Christine Brain Democratic Services Officer (Scrutiny) Telephone 01638 719729 Email christine.brain@westsuffolk.gov.uk</p>	

Venue	Conference Chamber, West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU
Contact information	Telephone: 01638 719729 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	The agenda and reports will be available to view at least five clear days before the meeting on our website.
Attendance at meetings	<p>This meeting is being held in person in order to comply with the Local Government Act 1972.</p> <p>Measures have been applied to ensure the health and safety for all persons present at meetings. We may also be required to restrict the number of members of the public able to attend in accordance with the room capacity.</p> <p>If you consider it is necessary for you to attend, please let Democratic Services know in advance of the meeting so they can endeavour to accommodate you and advise you of the necessary health and safety precautions that apply to the meeting.</p>
Public participation	<p>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.</p> <p>The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. In accordance with government guidance, the Council has developed general protocols on operating buildings safely in order to reduce the risk of the spread of coronavirus. We would therefore strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair’s discretion.</p>
Accessibility	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.

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>
Personal Information	<p>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: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

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

3. Minutes

1 - 8

To confirm the minutes of the meeting held on 27 May 2021 (copy attached.)

4. Formal decision making on 'minded to' decisions

Taking into account the 'minded to' decisions made during the non-decision making virtual meeting of the Performance and Audit Scrutiny Committee held on 27 May 2021, the Committee is required to formally resolve the following matters:

1. Minutes of the meeting held on 28 January 2021.
2. Outline Internal Audit Plan 2021-2022
3. Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee:

a. Financial Resilience Sub-Committee:

Councillor Ian Houlder (Conservative Group)
Councillor Elaine McManus (Conservative Group)
Councillor Victor Lukaniuk (The Independent Group)

Councillor Robert Nobbs (Conservative Group –
Substitute)

b. Health and Safety Sub-Committee:

Councillor Nick Clarke (Conservative Group)
Councillor Ian Houlder (Conservative Group)
Councillor Elaine McManus (Conservative Group)
Councillor Robert Nobbs (Conservative Group)
Councillor Andy Neal (The Independent Group)
Councillor Cliff Waterman (Labour Group)

Councillor James Lay (Conservative Group –
Substitute)
Councillor Phil Wittam (The Independent Group –
Substitute)

5. **Declarations of interest**

Members are reminded of their responsibility to declare any pecuniary or local non-pecuniary interest which they have in any item of business on the agenda **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

Part 1 – public

6. **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.

In accordance with government guidance, the Council has developed general protocols on operating buildings safely in order to reduce the risk of the spread of coronavirus and will apply to members of the public registered to speak. **We would therefore strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.** There is an overall limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.

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| 7. 2021-2022 Performance Report (Quarter 1) | 9 - 64 |
| Report number: PAS/WS/21/012 | |
| 8. Annual Treasury Management and Financial Resilience Report (2020 to 2021) | 65 - 80 |
| Report number: FRS/WS/21/003 was considered by the Financial Resilience Sub-Committee on 12 July 2021. | |
| The Service Manager (Finance and Performance) will update the Committee verbally on any issues or recommendations arising from the consideration of this report. | |
| 9. Financial Resilience Report (June 2021) | 81 - 96 |
| Report number: FRS/WS/21/004 was considered by the Financial Resilience Sub-Committee on 12 July 2021. | |
| The Service Manager (Finance and Performance) will update the Committee verbally on any issues or recommendations arising from the consideration of this report. | |

10. Work programme update 2021 - 2022

97 - 100

Report number: **PAS/WS/21/013**

Part 2 – exempt

None