

# Performance and Audit Scrutiny Committee



<b>Title</b>	<b>Agenda</b>											
<b>Date</b>	<b>Thursday 18 November 2021</b>											
<b>Time</b>	<b>5.00 pm</b>											
<b>Venue</b>	<b>Conference Chamber</b> <b>West Suffolk House</b> Western Way Bury St Edmunds, Suffolk, IP33 3YU											
<b>Full Members</b>	<p style="text-align: center;"><b>Chair</b> Ian Houlder <b>Vice Chair</b> Karen Richardson</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Conservative Group (8)</b></td> <td style="width: 33%;">John Augustine Nick Clarke Ian Houlder James Lay</td> <td style="width: 33%;">Elaine McManus Robert Nobbs Karen Richardson Peter Thompson</td> </tr> <tr> <td><b>The Independent Group (4)</b></td> <td>Victor Lukaniuk Andy Neal</td> <td>Phil Wittam Vacancy</td> </tr> <tr> <td><b>Labour Group (1)</b></td> <td>Cliff Waterman</td> <td></td> </tr> </table>			<b>Conservative Group (8)</b>	John Augustine Nick Clarke Ian Houlder James Lay	Elaine McManus Robert Nobbs Karen Richardson Peter Thompson	<b>The Independent Group (4)</b>	Victor Lukaniuk Andy Neal	Phil Wittam Vacancy	<b>Labour Group (1)</b>	Cliff Waterman	
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<b>By invitation</b>	Sarah Broughton	<b>Portfolio Holder for Resources and Property</b>										
<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>	Six Members											
<b>Committee administrator</b>	<b>Christine Brain</b> Democratic Services Officer (Scrutiny) <b>Telephone</b> 01638 719729 <b>Email</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>											

<p><b>Venue</b></p>	<p><b>Conference Chamber West Suffolk House</b> Western Way, Bury St Edmunds, IP33 3YU</p>
<p><b>Contact information</b></p>	<p>Telephone: 01638 719729 Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> Website: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a></p>
<p><b>Access to agenda and reports before the meeting</b></p>	<p>The agenda and reports will be available to view at least five clear days before the meeting on our website.</p>
<p><b>Attendance at meetings</b></p>	<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.</p> <p>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. For further information about the venue, please visit <a href="http://www.westsuffolk.gov.uk/contact-us.cfm">http://www.westsuffolk.gov.uk/contact-us.cfm</a></p>
<p><b>Public participation</b></p>	<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.</p> <p>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.</p> <p>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.</p> <p><b>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.</b></p>

	There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion
<b>Accessibility</b>	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.
<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>	<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: <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.</p>

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## 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 - 6**

To confirm the minutes of the meeting held on 30 September 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 30 September 2021, the Committee is required to formally resolve the following matters:

1. Minutes of the meeting held on 29 July 2021.
2. Regulation of Investigatory Powers Act 2000 – Annual Report and Review of RIPA Guidance

**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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| <b>7. Ernst and Young - 2020 to 2021 Annual Results Report to those Charged with Governance</b>  | <b>7 - 76</b>    |
| Report number: <b>PAS/WS/21/018</b>  |                  |
| <b>8. West Suffolk Annual Governance Statement 2020 to 2021</b>  | <b>77 - 102</b>  |
| Report number: <b>PAS/WS/21/019</b>  |                  |
| <b>9. 2020 to 2021 Statement of Accounts</b>   | <b>103 - 274</b> |
| Report number: <b>PAS/WS/21/020</b>  |                  |
| <b>10. Arrangements for Appointment of External Auditors</b>   | <b>275 - 280</b> |
| Report number: <b>PAS/WS/21/021</b>  |                  |
| <b>11. Internal Audit Mid-Year Progress Report 2021 to 2022</b>  | <b>281 - 290</b> |
| Report number: <b>PAS/WS/21/022</b>  |                  |
| <b>12. 2021 to 2022 Performance Report (Quarter 2)</b>   | <b>291 - 352</b> |
| Report number: <b>PAS/WS/21/023</b>  |                  |
| <b>13. Delivering a Sustainable Medium-Term Budget</b>   | <b>353 - 360</b> |
| Report number: <b>PAS/WS/21/024</b>  |                  |
| <b>14. Treasury Management Report - September 2021</b>   | <b>361 - 378</b> |
| Report number: <b>FRS/WS/21/005</b> was considered by the Financial Resilience Sub-Committee on 8 November 2021.   |                  |
| The Service Manager (Finance and Performance) will update the Committee verbally on any issues or recommendations arising from the consideration of this report. |                  |
| <b>15. Work programme update 2022</b>  | <b>379 - 382</b> |
| Report number: <b>PAS/WS/21/025</b>  |                  |

## **Part 2 – exempt**

**None**