Performance and Audit Scrutiny Committee

West Suffolk Council

Title	**Agenda**
Date	**Thursday 26 May 2022**
Time	**5.00 pm**
Venue	**Conference Chamber** **West Suffolk House** Western Way Bury St Edmunds, Suffolk, IP33 3YU
Full Members	**Chair** Ian Houlder - (Appointment confirmed at Annual Council on 17 May 2022) **Vice Chair** Karen Richardson - (Appointment confirmed at Annual Council on 17 May 2022)
	Membership of the Performance and Audit Scrutiny Committee to be confirmed by Group Leaders following Annual Council held on 17 May 2022, and may be subject to change: **Conservative Group (8)** John Augustine, Nick Clarke, Ian Houlder, James Lay, Elaine McManus, Robert Nobbs, Karen Richardson, Peter Thompson **The Independent Group (4)** Victor Lukaniuk, Andy Neal, Phil Wittam, Vacancy **Labour Group (1)** Cliff Waterman
Substitutes	**Conservative Group (3)** Stephen Frost, Marion Rushbrook, Clive Springett **The Independent Group (2)** Mick Bradshaw, David Palmer **Labour Group (1)** Pat Hanlon
By invitation	Sarah Broughton — **Portfolio Holder for Resources and Property**
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	**Christine Brain** Democratic Services Officer (Scrutiny) **Telephone** 01638 719729 **Email** christine.brain@westsuffolk.gov.uk

Public information

West Suffolk Council

Venue	**Conference Chamber** **West Suffolk House** Western Way Bury St Edmunds, Suffolk, 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	This meeting is being held in person in order to comply with the Local Government Act 1972. 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. If you consider it 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 http://www.westsuffolk.gov.uk/contact-us-cfm
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. 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.**

	There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion
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	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.
Personal Information	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.

Pages

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 January 2022 (copy attached.)

4. 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

5. 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.

6. Internal Audit Annual Report (2021 to 2022) **9 - 38**
Report number: **PAS/WS/22/005**

7. Outline Internal Audit Plan (2022 to 2023) **39 - 58**
Report number: **PAS/WS/22/006**

8. CIPFA Financial Management Code **59 - 74**
Report number: **PAS/WS/22/007**

9. Health and Safety Summary Report (2021 to 2022) **75 - 84**
Report number: **PAS/WS/22/008**

10. Annual Re-Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (2022 to 2023) **85 - 96**
Report number: **PAS/WS/22/009**

11. Work programme update 2022 to 2023 **97 - 102**
Report number: **PAS/WS/22/010**

12. 2021 to 2022 Performance Report (Quarter 4) **103 - 188**
Report number: **PAS/WS/22/011**

13. Exclusion of press and public

To consider whether the press and public should be excluded during the consideration of the following item 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 item(s), there would be disclosure to them of exempt categories or information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Part 2 – exempt

14. 2021 to 2022 Performance Report (Quarter 3): Exempt Appendix F: Aged Debt Over 90 Days Monitoring (paragraphs 1 and 2) **189 - 190**

Exempt Appendix F to Report number: **PAS/WS/22/011**
(This exempt appendix is to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as it contains information relating to an individual and information which is likely to reveal the identity of an individual).