

# Performance and Audit Scrutiny Committee



<b>Title</b>	<b>Agenda</b>
<b>Date</b>	<b>Thursday 1 June 2023</b>
<b>Time</b>	<b>5.00 pm</b>
<b>Venue</b>	<b>Conference Chamber West Suffolk House</b> Western Way Bury St Edmunds, Suffolk, IP33 3YU
<b>Full Members (12)</b>	<p><b>Chair</b> To be appointed at Annual Council</p> <p><b>Vice Chair</b> on 23 May 2023</p> <p>Membership of the Committee to be appointed by Group Leaders following Annual Council.</p> <p><b>Conservative Group (5)</b></p> <p><b>Independents (4)</b></p> <p><b>Progressive Alliance Grouping (3)</b></p>
<b>Substitutes</b>	<p><b>Conservative Group (2)</b></p> <p><b>Independents (2)</b></p> <p><b>Progressive Alliance Grouping (2)</b></p>
<b>By invitation</b>	<b>Portfolio Holder(s) with responsibility for Resources and Performance:</b> (To be appointed at Annual Council on 23 May 2023)
<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 other registerable 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.
<b>Quorum</b>	Six Members
<b>Committee administrator</b>	<p><b>Christine Brain</b></p> <p>Democratic Services Officer (Scrutiny)</p> <p><b>Telephone</b> 01638 719729</p> <p><b>Email</b> <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a></p>

<b>Venue</b>	<b>Conference Chamber</b> <b>West Suffolk House</b> Western Way, Bury St Edmunds, Suffolk, IP33 3YU
<b>Contact information</b>	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>
<b>Access to agenda and reports before the meeting</b>	The agenda and reports will be available to view at least five clear days before the meeting on our website.
<b>Attendance at meetings</b>	<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 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>
<b>Public participation</b>	<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 safety 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:</p> <p><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

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To confirm the minutes of the meetings held on 26 January 2023 and 30 March 2023 (copies attached.)

### 4. Declarations of interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest or other registerable interest which they have in any item of business on the agenda, **no later than when that item is reached** and 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.

<b>6.</b>	<b>2022 to 2023 Performance Report (Quarter 4)</b> Report number: <b>PAS/WS/23/007</b>	<b>17 - 108</b>
<b>7.</b>	<b>Internal Audit Annual Report (2022 to 2023) including results of external assessment of internal audit</b> Report number: <b>PAS/WS/23/008</b>	<b>109 - 156</b>
<b>8.</b>	<b>Outline Internal Audit Plan (2023 to 2024)</b> Report number: <b>PAS/WS/23/009</b>	<b>157 - 176</b>
<b>9.</b>	<b>Annual Report from the Health and Safety Sub-Committee</b> Report number: <b>PAS/WS/23/010</b>	<b>177 - 184</b>
<b>10.</b>	<b>Annual Appointments to the Financial Resilience Sub-Committee and the Health and Safety Sub-Committee (2023 to 2024)</b> Report number: <b>PAS/WS/23/011</b> (Report to follow)	
<b>11.</b>	<b>Work programme update 2023 to 2024</b> Report number: <b>PAS/WS/23/012</b>	<b>185 - 188</b>
<b>12.</b>	<b>Exclusion of the Press and Public</b> 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, 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**

<b>13.</b>	<b>2022 to 2023 Performance Report (Quarter 4): Exempt Appendix F</b> <b>Exempt Appendix F</b> to Report number: <b>PAS/WS/23/007</b>  (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).	<b>189 - 190</b>
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