

# Informal Joint Performance and Audit Scrutiny Committee



<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>PAS/FH/16/004</b>	
<b>Report to and date:</b>	<b>Performance and Audit Scrutiny Committee</b>	28 January 2016
<b>Chairman of the Committee:</b>	Colin Noble Chairman of the Performance and Audit Scrutiny Committee <b>Tel:</b> 07545 423795 <b>Email:</b> colin.noble@forest-heath.gov.uk	
<b>Lead officer:</b>	Christine Brain Scrutiny Officer <b>Tel:</b> 01638 719729 <b>Email:</b> Christine.brain@westsuffolk.gov.uk	
<b>Purpose of report:</b>	<p>1. Members are asked to consider and <b>note</b> the current status of its Work Programme attached at <b>Appendix 1(A)</b>.</p> <p>2. Attached at <b>Appendix 1(B)</b>, for information is the current position of the Work Programme for St Edmundsbury Borough Councils Performance and Audit Scrutiny Committee.</p>	
<b>Recommendation:</b>	<p><b>Performance and Audit Scrutiny Committee:</b></p> <p><b>It is <u>RECOMMENDED</u> that:</b></p> <p><b>Members consider and <u>note</u> the current status of its Work Programme for 2016-2017.</b></p>	

## Performance and Audit Scrutiny Committee Work Programme (Forest Heath District Council)

Description	Lead Officer
<b>27 April 2016 (Time: 5.00pm) 25 May 2016</b>	
<b>Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
Internal Audit Annual Report (2015-16) and Outline Internal Audit Plan (2016-17)	Service Manager (Internal Audit)
Balanced Scorecard and Quarter 4 Performance Report 2015-16	Head of Resources and Performance
West Suffolk Strategic Risk Register – Quarter 4	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>Forest Heath Specific Reports</b>	
EY - Work on the Certification of Claims and Returns	Head of Resources and Performance
EY – Presentation of the Annual Certification Report 2014-2015	Head of Resources and Performance
EY – Presentation of the External Audit Plan and Fees 2015-2016 and 2016-2017 Indicative Fees	Head of Resources and Performance
Financial Outturn Report (Revenue and Capital) 2015-2016	Head of Resources and Performance
<b>July 2016 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
Balanced Scorecard and Quarter 1 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register – Quarter 1- June 2016	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>Forest Heath Specific Reports</b>	
Financial Performance Report (Revenue and Capital) Quarter 1 – 2016-2017	Head of Resources and Performance
Annual Treasury Management Report 2015-2016 and Investment Activity (April – June 2016)	Head of Resources and Performance
<b>September 2016 (Time: 6.00pm)</b>	
EY – Presentation of 2015-2016 ISA 260 Annual Results Report to those charged with Governance	Head of Resources and Performance

West Suffolk Annual Governance Statement 2015-2016	Head of Resources and Performance
2015-2016 Statement of Accounts	Head of Resources and Performance
Annual Corporate Environmental Statement 2015-2016	Environment Manager
Delivering a Sustainable Budget 2017-2018	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>November 2016 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by Forest Heath District Council)</b>	
<b>Joint Reports</b>	
Mid-year Internal Audit Progress Report 2016-2017	Service Manager (Internal Audit)
Balanced Scorecards Quarter 2 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2016	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>Forest Heath Specific Reports</b>	
EY – Presentation of Annual Audit Letter 2015-2016	Head of Resources and Performance
Financial Performance Report (Revenue and Capital) Quarter 2 – 2016-2017	Head of Resources and Performance
Delivering a Sustainable Budget 2017-2018 Update	Head of Resources and Performance
Mid-Year Treasury Management Report and Investment Activity (April – September 2016)	Head of Resources and Performance
<b>January 2017 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
Balanced Scorecards Quarter 3 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>Forest Heath Specific Reports</b>	
Financial Performance Report (Revenue and Capital) Quarter 3 – 2016-2017	Head of Resources and Performance
Delivering a Sustainable Budget 2017-2018 Update	Head of Resources and Performance
Treasury Management Report 2016-2017 - Investment Activity (April – December 2016)	Head of Resources and Performance
Annual Treasury Management and Investment Strategy Statements 2017-2018	Head of Resources and Performance

**May 2017 (Time: 5.00pm)**

**Informal Joint Meeting  
(Hosted by Forest Heath District Council)**

<b>Joint Reports</b>	
Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018)	Service Manager (Internal Audit)
Balanced Scorecard and Quarter 4 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register – Quarter 4	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>Forest Heath Specific Reports</b>	
EY – Presentation of the Annual Certification Report 2015-2016	Head of Resources and Performance
EY – Presentation of the External Audit Plan and Fees 2016-2017 and 2017-2018 Indicative Fees	Head of Resources and Performance
Financial Outturn Report (Revenue and Capital) 2016-2017	Head of Resources and Performance

**Future Items to be Programmed**

- 1) Key Performance Indicator (WS/HOU009) – Report on the Future of the West Suffolk Lettings Partnership

## Performance and Audit Scrutiny Committee Work Programme (St Edmundsbury Borough Council)

Description	Lead Officer
<del>27 April 2016</del> (Time: 5.00pm) 25 May 2016	
<b>Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
Internal Audit Annual Report (2015-16) and Outline Internal Audit Plan (2016-17)	Service Manager (Internal Audit)
Balanced Scorecard and Quarter 4 Performance Report 2015-16	Head of Resources and Performance
West Suffolk Strategic Risk Register – Quarter 4	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>St Edmundsbury Specific Reports</b>	
EY - Work on the Certification of Claims and Returns	Head of Resources and Performance
EY – Presentation of the Annual Certification Report 2014-2015	Head of Resources and Performance
EY – Presentation of the External Audit Plan and Fees 2015-2016 and 2016-2017 Indicative Fees	Head of Resources and Performance
Financial Outturn Report (Revenue and Capital) 2015-2016	Head of Resources and Performance
<b>July 2016 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
Balanced Scorecard and Quarter 1 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register – Quarter 1- June 2016	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>St Edmundsbury Specific Reports</b>	
Financial Performance Report (Revenue and Capital) Quarter 1 – 2016-2017	Head of Resources and Performance
Annual Performance Report for The Apex	Service Manager (Commercial)
Annual Treasury Management Report 2015-2016 and Investment Activity (April – June 2016)	Head of Resources and Performance

<b>September 2016 (Time: 5.00pm)</b>	
EY – Presentation of 2015-2016 ISA 260 Annual Results Report to those charged with Governance	Head of Resources and Performance
West Suffolk Annual Governance Statement 2015-2016	Head of Resources and Performance
2015-2016 Statement of Accounts	Head of Resources and Performance
Delivering a Sustainable Budget 2017-2018	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>November 2016 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by Forest Heath District Council)</b>	
<b>Joint Reports</b>	
Mid-year Internal Audit Progress Report 2016-2017	Service Manager (Internal Audit)
Balanced Scorecards Quarter 2 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2016	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>St Edmundsbury Specific Reports</b>	
EY – Presentation of Annual Audit Letter 2015-2016	Head of Resources and Performance
Financial Performance Report (Revenue and Capital) Quarter 2 – 2016-2017	Head of Resources and Performance
Delivering a Sustainable Budget 2017-2018 Update	Head of Resources and Performance
Mid-Year Treasury Management Report and Investment Activity (April – September 2016)	Head of Resources and Performance
<b>January 2017 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
Balanced Scorecards Quarter 3 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>St Edmundsbury Specific Reports</b>	
Financial Performance Report (Revenue and Capital) Quarter 3 – 2016-2017	Head of Resources and Performance
Delivering a Sustainable Budget 2017-2018 Update	Head of Resources and Performance
Treasury Management Report 2016-2017 - Investment Activity (April – December 2016)	Head of Resources and Performance
Annual Treasury Management and Investment Strategy Statements 2017-2018	Head of Resources and Performance

<b>May 2017 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by Forest Heath District Council)</b>	
<b>Joint Reports</b>	
Internal Audit Annual Report (2016-2017) and Outline Internal Audit Plan (2017-2018)	Service Manager (Internal Audit)
Balanced Scorecard and Quarter 4 Performance Report 2016-2017	Head of Resources and Performance
West Suffolk Strategic Risk Register – Quarter 4	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>St Edmundsbury Specific Reports</b>	
EY – Presentation of the Annual Certification Report 2015-2016	Head of Resources and Performance
EY – Presentation of the External Audit Plan and Fees 2016-2017 and 2017-2018 Indicative Fees	Head of Resources and Performance
Financial Outturn Report (Revenue and Capital) 2016-2017	Head of Resources and Performance

#### **Future Items to be Programmed**

- 1) Key Performance Indicator (WS/HOU009) – Report on the Future of the West Suffolk Lettings Partnership