

# Cabinet



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Report of the Performance and Audit Scrutiny Committee: 25 January 2017</b>	
<b>Report No:</b>	<b>CAB/FH/17/004</b>	
<b>Report to and date:</b>	<b>Cabinet</b>	14 February 2017
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<b>Chairman of the Committee:</b>	Councillor Louis Busuttil Chairman of the Performance and Audit Scrutiny Committee <b>Tel:</b> 01638 810517 <b>Email:</b> <a href="mailto:louis.busuttil@forest-heath.gov.uk">louis.busuttil@forest-heath.gov.uk</a>	
<b>Lead Officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	On 25 January 2017, the Performance and Audit Scrutiny Committee held an informal joint meeting with Members of St Edmundsbury Borough Council's Performance and Audit Scrutiny Committee, and considered the first three items jointly:  (1) Balanced Scorecards and Quarter Three Performance Report 2016-2017;  (2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016;  (3) Work Programme Update;	

	<p>(4) Financial Performance Report (Revenue and Capital) Quarter 3 – 2016-2017;</p> <p>(5) Delivering a Sustainable Budget Medium Term Financial Strategy 2017-2020</p> <p>(6) Treasury Management Report 2016-2017 - Investment Activity (April to December 2016); and</p> <p>(7) Annual Treasury Management and Investment Strategy Statements 2017-2018 and Treasury Management Code of Practice.</p> <p>Separate reports are included on this Cabinet agenda for Items <b>(5)</b>, <b>(6)</b> and <b>(7)</b> above.</p>
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that Report No: CAB/FH/17/004, being the report of the Performance and Audit Scrutiny Committee, be noted.</b>
<b>Key Decision:</b>	No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.
<b>Consultation:</b>	<ul style="list-style-type: none"> <li>• See reports listed in Section 2 below.</li> </ul>
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• See reports listed in Section 2 below.</li> </ul>
<b>Implications:</b>	
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any <b>equality</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<b>Risk/opportunity assessment:</b>	Please see background papers.
<b>Ward(s) affected:</b>	All Wards
<b>Background papers:</b>	Please see background papers, which are listed at the end of the report.
<b>Documents attached:</b>	None

## **1. Key issues and reasons for recommendation**

### **1.1 Balanced Scorecards and Quarter 3 Performance Report 2016-17 (Report No: PAS/FH/17/001)**

- 1.1.1 The Committee received and **noted** Report No: PAS/FH/17/001, which set out the West Suffolk Balanced Scorecards being used to measure the Council's performance for 2016-2017 and an overview of performance against those indicators for the third quarter of 2016-2017. The six current balanced scorecards (attached at Appendices A to F to Report No: PAS/FH/17/001) were linked to the Heads of Service areas, which presented Quarter 3 2016-2017 performance.
- 1.1.2 Most indicators reported performance against an agreed target using a traffic light system with additional commentary provided for performance indicators below optimum performance.
- 1.1.3 Members considered the report and asked questions. In particular discussions were held on Appendix F (Housing), housing options and the number in Bands A and B. Officers provided the current breakdown for Bands A and B (West Suffolk 897; St Edmundsbury 552; Forest Heath 345). Members asked for future quarterly reports to include a breakdown of the figures showing the split for West Suffolk, St Edmundsbury and Forest Heath in the comments box.
- 1.1.4 No issues were required to be brought to the attention of Cabinet.

### **1.2 West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016 (Report No: PAS/FH/17/002)**

- 1.2.1 The Committee received and **noted** the third quarterly risk register monitoring report in respect of the West Suffolk Strategic Risk Register. The Register was updated regularly by the Risk Management Group and at its recent meeting in December 2016 the Group reviewed the target risk, the risk level where the Council aimed to be, and agreed a current risk assessment. These assessments formed the revised West Suffolk Strategic Risk Register (Appendix 1 to Report No: PAS/FH/17/002). Some individual controls or actions had been updated and those that were not ongoing and had been completed by December 2016 had been removed from the register.
- 1.2.2 There had been no new risks or amendments made to any existing risks since the Strategic Risk Register was last reported to the Committee. Also no existing risks had been closed since the Register was last reported to the Committee.
- 1.2.3 Members scrutinised the report and asked questions to which officers duly responded. No issues were required to be brought to the attention of Cabinet.

### **1.3 Work Programme Update (Report No: PAS/FH/17/003)**

- 1.3.1 The Committee received and **noted** its Work Programme which provided items scheduled to be presented to the Committee during 2017-2018.

1.4 **Financial Performance Report (Revenue and Capital) Quarter 3 – 2016/2017 (Report No: PAS/FH/17/004)**

- 1.4.1 The Committee received and **noted** the third quarterly monitoring report which informed Members of the forecasted outturn position for 2016-2017.
- 1.4.2 Attached at Appendix A and B to the report was details of the Council's revenue performance and year end forecasted outturn position. Explanations of the main year end forecast over / (under) spends was set out within paragraph 1.2.3 of the report. Appendix C to the report set out the Council's capital financial position for the first nine months of 2016-2017, which showed expenditure of £19,546,000. Finally, a summary of earmarked reserves was attached at Appendix D, along with the forecast year end position for 2016-2017.
- 1.4.3 The Resources Team would continue to work with Budget Holders to monitor capital spend and project progress closely for the remainder of the financial year and an outturn position would be presented to the Committee at the end of the financial year.
- 1.4.4 Members scrutinised the report in detail, and asked a number of questions to which Officers duly responded.

**2. Background Papers**

- 2.1.1 [Report No PAS/FH/17/001](#) & [Appendix A](#); [Appendix B](#); [Appendix C](#); [Appendix D](#); [Appendix E](#); [Appendix F](#): Balanced Scorecards and Quarter 3 Performance Report 2016-2017
- 2.1.2 [Report No PAS/FH/17/002](#) & [Appendix 1](#): West Suffolk Strategic Risk Register Quarterly Monitoring Report – December 2016
- 2.1.3 [Report No PAS/FH/17/003](#): Work Programme Update
- 2.1.4 [Report No PAS/FH/17/004](#) & [Appendix A](#); [Appendix B](#); [Appendix C](#); [Appendix D](#): Financial Performance Report (Revenue and Capital) Quarter 3 – 2016-2017