

Cabinet



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of the Performance and Audit Scrutiny Committee: 27 July 2017	
Report No:	CAB/SE/17/042	
Report to and date:	Cabinet	19 September 2017
Portfolio Holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
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Purpose of report:	<p>On 27 July 2017, the Performance and Audit Scrutiny Committee held an informal joint meeting with Members of Forest Heath's Performance and Audit Scrutiny Committee, and <u>considered the first three items jointly:</u></p> <ol style="list-style-type: none">(1) Balanced Scorecards Quarter 1 Performance Report 2017-2018;(2) West Suffolk Strategic Risk Register Quarterly Monitoring Report – June 2017;(3) Work Programme Update;(4) Annual Performance Report for The Apex 2016-2017(5) Financial Performance Report (Revenue and Capital) 2017-2018 - (Quarter 1) (April to June 2017); and	

	<p>(6) Annual Treasury Management Report 2016-2017 and Investment Activity (April – June 2017).</p> <p>A separate report is included on this Cabinet agenda for Item (6) above.</p>
Recommendation:	The Cabinet is requested to <u>NOTE</u> the contents of Report CAB/SE/17/042, being the report of the Performance and Audit Scrutiny Committee.
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p> <p>Report for information only.</p>
Consultation:	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> • See reports listed in Section 2 below
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers
<i>Are there any legal and/or policy implications?</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	Please see background papers.
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendations

1.1 Balanced Scorecards and Quarter 1 Performance Report 2017-2018 (Report No: PAS/SE/17/015)

- 1.1.1 The Committee received and **noted** Report No: PAS/SE/17/015, which set out the current West Suffolk Balanced Scorecards and presented the Quarter 1 performance for 2017-2018. The five current balanced scorecards (attached at Appendices A to E to Report No: PAS/SE/17/015) were linked to the Assistant Directors' Service areas. A Balanced Scorecard for the Growth service was currently under review and would be available for Quarter 2 reporting.
- 1.1.2 New indicators had been added for 2017-2018 due to the change in organisational structure and a review process at the end of the previous financial year.
- 1.1.3 Each Assistant Director presented their individual Balanced Scorecard and highlighted key areas for the Committee's attention.
- 1.1.4 Members considered the report in detail and asked a number of questions on each of the Balanced Scorecards. Discussions were held on garden waste annual subscriptions; the annual canvass; health and safety incidents; household numbers in bed and breakfast; Universal Credit; apprentices; Disabled Facilities Grants; Building Control; enforcement cases and the operations service historical debt over 90 days.
- 1.1.5 The Committee welcomed the new format with each Assistant Director presenting their own Balanced Scorecard and wished this to continue.
- 1.1.6 No issues were required to be brought to the attention of Cabinet.

1.2 West Suffolk Strategic Risk Register Quarterly Report – June 2017 (Report No: PAS/SE/17/016)

- 1.2.1 The Committee received and **noted** the first quarterly risk register monitoring report for 2017-2018, 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 June 2017 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 Risk Register (Appendix 1).
- 1.2.2 Since the last assessment report was presented to the Committee on 25 May 2017, there had been no new risks or amendments made to any existing risks and no existing risks had been closed. Some individual controls and actions had been updated and those which were not ongoing and had been completed by June 2017 had been removed from the Register.

1.3 **Work Programme Update (Report No: PAS/SE/17/017)**

- 1.3.1 The Committee received its Work Programme which provided items scheduled to be presented to the Committee during 2017-2018.
- 1.3.2 Members considered its forward work programme for 2017-2018, and taking into account discussions held on the Balanced Scorecards, the Committee requested that additional information on "enforcement" and the "pre-planning advice service" be included within the respective Scorecards for the second quarterly report in November 2017.
- 1.3.3 The Committee also **Resolved** that a report on the Building Control Performance be included on its forward work programme for its November 2017 meeting.

1.4 **Annual Performance Report for The Apex 2016-2017 (Report No: PAS/SE/17/018)**

- 1.4.1 The Committee received Report No: PAS/SE/17/018, which provided details about the performance of The Apex for 2016-2017. The report included an overview of The Apex, which included at Annex 1 additional facts and information about those attending ticketed events; details of The Apex's performance; Sodexo catering contract; analysis of budgets and looking ahead.
- 1.4.2 The Apex budget for 2016-2017 was set at £652,337. Increased revenue had contributed to a positive variance of £39,817 against budget at the financial year end and the outturn figure of £612,520 showed a continued reduction in expenditure. The Council entered into a contract with Sodexo in 2012, and the budgetary return from that contact (catering and bar concessions at The Apex) had increased year on year.
- 1.4.3 The Apex continued to be a valuable community asset and more and more non-performance events were taking place.
- 1.4.4 The Apex Management Team had been successful in reducing the budget over the last financial year, as a result of increasing revenues from ticket sales and increasing concessionary income from its catering concession. The Management Team remained optimistic about the future and had a target of £1.9m ticket sales for 2017-2018.
- 1.4.5 The Committee scrutinised the annual performance report in detail and asked a number of questions to which officers duly responded. These questions and responses covered topics including the subsidy for 2017-2018; where the "free essential guide to what's on West Suffolk" would be distributed and the lack of public transport after 5pm or on a Sunday in Haverhill and the surrounding area meaning residents could not get to The Apex.
- 1.4.6 There being no decision required, the Committee **noted** the Annual Performance Report for The Apex.

1.5 **Financial Performance Report (Revenue and Capital) 2017-2018 (Quarter 1) (Report No: PAS/SE/17/019)**

1.5.1 The Committee received the financial performance report, which set out the financial position for the first quarter of 2017-2018 and forecasted outturn position for 2017-2018.

1.5.2 Attached at Appendices 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 (under) / over spends was set out within paragraph 1.2.3. Appendix C to the report set out the Council's capital financial position for the first three months 2017-2018. Finally, a summary of the earmarked reserves was attached at Appendix D along with the forecast year end position for 2017-2018.

1.5.3 The Committee scrutinised the report in detail and asked a number of questions to which Officers duly responded.

1.5.4 There being no decision required, the Committee **noted** the Quarter 1 performance and the 2017-2018 year end forecast financial position.

2. Background Papers

2.1.1 Report No: [PAS/SE/17/015](#) to the Performance and Audit Scrutiny Committee: Balanced Scorecards Quarter 1 Performance Report 2017-2018

2.1.2 Report No: [PAS/SE/17/016](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committee: West Suffolk Strategic Risk Register Monitoring Report – June 2017

2.1.3 Report No: [PAS/SE/17/017](#) to the Performance and Audit Scrutiny Committee: Work Programme Update

2.1.4 Report No: [PAS/SE/17/018](#) to the Performance and Audit Scrutiny Committee: Annual Performance Report for The Apex 2016-2017

2.1.5 Report No: [PAS/SE/17/019](#) to the Performance and Audit Scrutiny Committee: Financial Performance Report (Revenue and Capital) 2017-2018 (Quarter 1) (April to June 2017)