## Informal Joint Performance and Audit Scrutiny Committee



St Edmundsbury BOROUGH COUNCIL

Title of Report:	Work Programme Update		
Report No:	PAS/SE/15/003		
Decisions plan reference:	Not applicable		
Report to and date:	Performance and Audit Scrutiny Committee	29 January 2015	
Chairman of the Committee:	Sarah Broughton Chairman of the Performance and Audit Scrutiny Committee <b>Tel:</b> 01284 787327 <b>Email</b> : sarah.broughton@stedsbc.gov.uk		
Lead officer:	Christine Brain Scrutiny Officer <b>Tel:</b> 01638 719729 <b>Email:</b> Christine.brain@westsuffolk.gov.uk		
Purpose of report:	<ol> <li>Members are asked to consider and <u>note</u> the current status of its Work Programme attached at <b>Appendix 1(A)</b>.</li> <li>Attached at <b>Appendix 1(B)</b>, for information is the current position of the Work Programme for Forest Heath District Councils Performance and Audit Scrutiny Committee.</li> </ol>		
Recommendation:	Performance and Audit Scrutiny Committee:		
	It is <u>RECOMMENDED</u> that: Members consider and <u>note</u> the current status of its Work Programme.		

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

Description				
Description	Lead Officer			
Early June 2015 (Time: 5.00pm) Informal Joint Meeting				
(Hosted by St Edmundsbury Borough Council)				
Joint Reports				
Internal Audit Annual Report (2014-15) and Outline Internal Audit Plan (2015-16)	Internal Audit Manager			
Annual Governance Statement (2013-14) Action Plan Review	Internal Audit Manager			
Key Performance Indicators 2015-16 and Quarter 4 2014-15 Performance Report	Resources and Performance Business Partner			
West Suffolk Strategic Risk Quarter 4 – March 2015)	Service Manager (Finance and Performance)			
Biannual Corporate Complaints and Compliments Digest (Oct 2014 March 2015)	Head of Families and Communities			
Work Programme Update	Scrutiny Officer			
St Edmundsbury Specific Reports				
EY – Presentation of the Annual Certification Report (2013-14)	Head of Resources and Performance			
EY – Presentation of External Audit Plan and Fees 2014-15 and 2015-16 Indicative Fees	Head of Resources and Performance			
End July 2015 (Time: 5.00pm)				
Informal Joint N (Hosted by Forest Heath				
Joint Reports				
Key Performance Indicators and Quarter 1 Performance Report 2015-2016	Resources and Performance Business Partner			
West Suffolk Strategic Risk (June 2015)	Service Manager (Resources and Performance)			
Work Programme Update	Scrutiny Officer			
St Edmundsbury Specific Reports				
Annual Performance Report on the Apex	Commercial Manager			
Financial Outturn Report (Revenue and Capital (2014-2015)	Head of Resources and Performance			
Financial Performance Report (Revenue and Capital) Quarter 1 (April – June 2015)	Service Manager (Resources and Performance)			
Annual Treasury Management Report 2014- 2015 and Investment Activity 1 April-30 June 2015	Service Manager (Resources and Performance)			

End September 2015 (Time: 4.30pm)				
EY – Presentation of 2014-2015 ISA 260	Head of Resources and Performance			
Annual Governance Report to those Charged				
with Governance				
Annual Governance Statement 2014-2015	Head of Resources and Performance			
2014-2015 Statement of Accounts	Head of Resources and Performance			
2014-2013 Statement of Accounts	Thead of Resources and Performance			
Work Programme Update	Scrutiny Officer			
Late November 2015 (Time: 5.00pm)				
Informal Joint Meeting				
(Hosted by St Edmundsbury	/ Borough Council)			
Joint Reports				
	Internal Audit Manager			
2015/16				
KPI and Quarter 2 Performance Report (2015-	Resources and Performance Business			
2016)	Partner			
West Suffolk Strategic Risk Register Quarterly	Service Manager (Resources and			
Monitoring Report – Sept 2015	Performance)			
Biannual Corporate Complaints and	Head of Families and Communities			
Compliments Report				
Work Programme Update	Scrutiny Officer			
St Edmundsbury Specific Reports				
EY- Presentation of Annual Audit Letter (2014-	Head of Resources and Performance			
2015)				
Financial Performance Report (Revenue and	Service Manager (Resources and			
Capital) Quarter 2 – 2015-16	Performance)			
Delivering a Sustainable Budget 2016-2017	Head of Resources and Performance			
and Budget Consultation Results				
Mid-year Treasury Management Performance	<b>U</b>			
Report and Investment Activity (April – Sept	Performance)			
2015)				

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

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Joint Reports Internal Audit Annual Report (2014-15) and	Internal Audit Manager			
Outline Internal Audit Plan (2015-16)	Internal Audit Manager			
Annual Governance Statement (2013-14)	Internal Audit Manager			
Action Plan Review	Internal Addit Manager			
Key Performance Indicators 2015-16 and	Resources and Performance Business			
Quarter 4 2014-15 Performance Report	Partner			
West Suffolk Strategic Risk Quarter 4 (March	Service Manager (Finance and			
2015)	Performance)			
Biannual Corporate Complaints and	Head of Families and Communities			
Compliments Digest (Oct 2014 March 2015)				
Work Programme Update	Scrutiny Officer			
Forest Heath Specific Reports				
EY – Presentation of the Annual Certification	Head of Resources and Performance			
Report (2013-14)				
EY – Presentation of External Audit Plan and	Head of Resources and Performance			
Fees 2014-15 and 2015-16 Indicative Fees				
End July 2015 (Time: 5.00pm)				
Informal Joint	_			
(Hosted by Forest Heat	h District Council)			
Joint Reports				
Key Performance Indicators and Quarter 1	Resources and Performance Business			
Performance Report 2015-2016	Partner			
West Suffolk Strategic Risk (June 2015)				
	Service Manager (Finance and			
Work Programme Undate	Performance)			
Work Programme Update				
Forest Heath Specific Reports	Performance) Scrutiny Officer			
Forest Heath Specific Reports Financial Outturn Report (Revenue and	Performance)			
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Forest Heath Specific Reports Financial Outturn Report (Revenue and Capital (2014-2015) Financial Performance Report (Revenue and Capital) Quarter 1 (April – June 2015) End September 2015 (Time: 6.00pm)	Performance) Scrutiny Officer Head of Resources and Performance Service Manager (Finance and Performance)			
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Late November 2015 (Time: 5.00pm) Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)		
Joint Reports		
Mid-year Internal Audit Progress Report 2015/16	Internal Audit Manager	
KPI and Quarter 2 Performance Report (2015-2016)	Resources and Performance Business Partner	
West Suffolk Strategic Risk Register Quarterly Monitoring Report – Sept 2015	Service Manager (Finance and Performance)	
Biannual Corporate Complaints and Compliments Report	Head of Families and Communities	
Work Programme Update	Scrutiny Officer	
Forest Heath Specific Reports		
EY- Presentation of Annual Audit Letter (2014-2015)	Head of Resources and Performance	
Financial Performance Report (Revenue and Capital) Quarter 2 – 2015-16	Service Manager (Resources and Performance)	
Delivering a Sustainable Budget 2016-2017 and Budget Consultation Results	Head of Resources and Performance	