

# Informal Joint Performance and Audit Scrutiny Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>PAS/SE/15/003</b>	
<b>Decisions plan reference:</b>	Not applicable	
<b>Report to and date:</b>	<b>Performance and Audit Scrutiny Committee</b>	29 January 2015
<b>Chairman of the Committee:</b>	Sarah Broughton Chairman of the Performance and Audit Scrutiny Committee <b>Tel:</b> 01284 787327 <b>Email:</b> sarah.broughton@stedsbc.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>	<ol style="list-style-type: none"> <li>Members are asked to consider and <b>note</b> 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>	
<b>Recommendation:</b>	<b>Performance and Audit Scrutiny Committee:</b>  <b>It is <u>RECOMMENDED</u> that:</b>  <b>Members consider and <u>note</u> the current status of its Work Programme.</b>	

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

<b>Description</b>	<b>Lead Officer</b>
<b>Early June 2015 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
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
<b>St Edmundsbury Specific Reports</b>	
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
<b>End July 2015 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by Forest Heath District Council)</b>	
<b>Joint Reports</b>	
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
<b>St Edmundsbury Specific Reports</b>	
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)

<b>End September 2015 (Time: 4.30pm)</b>	
EY – Presentation of 2014-2015 ISA 260 Annual Governance Report to those Charged with Governance	Head of Resources and Performance
Annual Governance Statement 2014-2015	Head of Resources and Performance
2014-2015 Statement of Accounts	Head of Resources and Performance
Work Programme Update	Scrutiny Officer
<b>Late November 2015 (Time: 5.00pm) Informal Joint Meeting (Hosted by St Edmundsbury Borough Council)</b>	
<b>Joint Reports</b>	
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 (Resources and Performance)
Biannual Corporate Complaints and Compliments Report	Head of Families and Communities
Work Programme Update	Scrutiny Officer
<b>St Edmundsbury Specific Reports</b>	
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
Mid-year Treasury Management Performance Report and Investment Activity (April – Sept 2015)	Service Manager (Resources and Performance)

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

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<b>Joint Reports</b>	
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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
<b>Forest Heath Specific Reports</b>	
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
<b>End July 2015 (Time: 5.00pm)</b>	
<b>Informal Joint Meeting (Hosted by Forest Heath District Council)</b>	
<b>Joint Reports</b>	
Key Performance Indicators and Quarter 1 Performance Report 2015-2016	Resources and Performance Business Partner
West Suffolk Strategic Risk (June 2015)	Service Manager (Finance and Performance)
Work Programme Update	Scrutiny Officer
<b>Forest Heath Specific Reports</b>	
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 (Finance and Performance)
<b>End September 2015 (Time: 6.00pm)</b>	
EY – Presentation of 2014-2015 ISA 260 Annual Governance Report to those Charged with Governance	Head of Resources and Performance
Annual Governance Statement 2014-2015	Head of Resources and Performance
2014-2015 Statement of Accounts	Head of Resources and Performance
Annual Corporate Environmental Statement 2014-2015	Environment Manager
Work Programme Update	Scrutiny Officer

<b>Late November 2015 (Time: 5.00pm)</b> <b>Informal Joint Meeting</b> <b>(Hosted by St Edmundsbury Borough Council)</b>	
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Work Programme Update	Scrutiny Officer
<b>Forest Heath Specific Reports</b>	
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