



Sevenoaks

DISTRICT COUNCIL

Despatched: 31.05.12

PERFORMANCE AND GOVERNANCE COMMITTEE

12 June 2012 at 7.00 pm
Conference Room - Council Offices

AGENDA

Membership:

Chairman: Cllr. Fittock Vice-Chairman: Cllr. Walshe
Cllrs. Mrs. Bayley, Clark, Mrs. Cook, Davison, Dickins, Firth, Gaywood, Grint, Hogarth,
London, McGarvey and Piper

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence.		
1. Minutes Minutes of the meeting of the Committee held on 13 March 2012 (attached).	(Pages 1 - 8)	
2. Declarations of interest.		
3. Formal Response or Consultation Requests from the Cabinet and/or Select Committees following matters referred by the Committee: a) Internal Audit Quarter 2 – Progress Report – ‘Review of Car Parking Income’ (Referred to Environment Select Committee 20 March – 10 January 2012) b) LPI HR 003 – Number of working days lost through long term sickness absence per FTE (>20 cumulative days) (referred to Services Select Committee 3 April 2012)	(Pages 9 - 10)	
4. To receive the minutes of the Finance Advisory Group for information. Minutes of the meeting held on 28 March 2012.	(Pages 11 - 16)	
5. Actions from the last meeting of the Committee (attached)	(Pages 17 - 20)	

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| 6. | Future Business, the Work Plan 2012/13 (attached) and the Forward Plan. | (Pages 21 - 22) | |
| | Members will develop a schedule of work over the year to reflect the terms of reference of the Committee focussing on the Council's priorities for policy development. This includes opportunities to invite other organisations who provide services in the District to provide information to the Committee and discuss issues of importance to the Community. | | |
| 7. | Property Review - Local Needs Housing, Shoreham | (Pages 23 - 34) | Jim Latheron
Tel: 01732
227209 |
| 8. | Review of the Effectiveness of Internal Audit 2011/12. | (Pages 35 - 50) | Bami Cole
Tel: 01732
227000 |
| 9. | Internal Audit Annual Report 2011/12 | (Pages 51 - 80) | Bami Cole
Tel: 01732
227000 |
| 10. | Annual Governance Statement 2011/12. | (Pages 81 - 92) | Bami Cole
Tel: 01732
227000 |
| 11. | Risk Management Plan 2012/13. | (Pages 93 - 96) | Bami Cole
Tel: 01732
227000 |
| 12. | Benefits Fraud Report 2011/12 | (Pages 97 -
104) | Bami Cole
Tel: 01732
227000 |
| 13. | Performance Management End of Year Results | (Pages 105 -
122) | Lee Banks
Tel: 01732
227161 |
| 14. | Provisional Outturn 2011/12 | (Pages 123 -
128) | Helen Martin
Tel: 01732
227483 |

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)