



**Sevenoaks**  
DISTRICT COUNCIL

Despatched: 30.12.11

**PERFORMANCE AND GOVERNANCE COMMITTEE**

**10 January 2012 at 7.00 pm**  
**Conference Room - Council Office**

**AGENDA**

**Membership:**

Chairman: Fittock Vice-Chairman: 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. <b>Minutes</b><br>Minutes of the meeting of the Performance and Governance Committee held on 10 January 2012                           | (Pages 1 - 6)  |                |
| 2. <b>Declarations of interest.</b>   |                |                |
| 3. <b>Formal Response or Consultation Requests from the Cabinet and/or Select Committees following matters referred by the Committee:</b> | (Pages 7 - 8)  |                |
| (a) Financial Prospects and Budget Strategy 2012/13 and Beyond - referred on 15.11.11 (Cabinet 08.12.11)                                  |                |                |
| (b) Performance Monitoring – referred on 15.11.11 (Cabinet 08.12.11)  |                |                |
| (c) Investment Strategy Update – referred on 15.11.11 (Cabinet 08.12.11)  |                |                |
| 4. <b>To receive the minutes of the Finance Advisory Group for information.</b><br>None.  |                |                |
| 5. <b>Actions from the last meeting of the Committee (attached)</b>   | (Pages 9 - 10) |                |

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|-----|---|-------------------|-----------------------------|
| 6.  | <b>Future Business, the Work Plan 2011/12 (attached) and the Forward Plan.</b>  | (Pages 11 - 12)   |                             |
|     | <p>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.</p> |                   |                             |
| 7.  | <b>Internal Audit Progress Report - Quarter 2</b>   | (Pages 13 - 26)   | Bami Cole<br>01322 343117   |
| 8.  | <b>Risk Management Update</b>   | (Pages 27 - 58)   | Bami Cole<br>01322 343117   |
| 9.  | <b>Annual Audit Letter 2010-11</b>  | (Pages 59 - 72)   | Tricia Marshall<br>Ext:7218 |
| 10. | <b>Treasury Management Strategy 2012-13</b>   | (Pages 73 - 100)  | Tricia Marshall<br>Ext:7218 |
| 11. | <b>Budget Monitoring - November 2011</b>  | (Pages 101 - 108) | Tricia Marshall<br>Ext:7218 |

### **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)**