



Sevenoaks
DISTRICT COUNCIL

Despatched: 10.09.12

PERFORMANCE AND GOVERNANCE COMMITTEE

18 September 2012 at 7.00 pm
Conference Room - Council Office

AGENDA

Membership:

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

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence.		
1. Minutes Minutes of the meeting held on 12 June 2012.	(Pages 1 - 6)	
2. Declarations of interest. Any interests not already registered		
3. Statement of Accounts 2011/12 - Outcome of External Audit		Andy Mack District Auditor
4. Formal Response or Consultation Requests from the Cabinet and/or Select Committees following matters referred by the Committee: (a) Performance Monitoring: LPI HR 003 – Number of working days lost through long term sickness absence per FTE (>20cumulative days) (Response from Services Select Committee - 19 June 2012, referred on 13 March 2012)	(Pages 7 - 18)	
5. To receive the minutes of the Finance Advisory Group for information Minutes of the meetings held on 13 June 2012 and 25 July 2012.	(Pages 19 - 30)	
6. Actions from the last meeting of the Committee (attached)	(Pages 31 - 32)	

- | | | | |
|-----|--|-------------------|--------------------------------------|
| 7. | Future Business, the Work Plan 2012/13 (attached) and the Forward Plan | (Pages 33 - 34) | |
| | 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. | | |
| 8. | Performance Monitoring | (Pages 35 - 50) | Lee Banks
Tel: 01732
227161 |
| 9. | Financial Prospects and Budget Strategy 2012/14 and Beyond | (Pages 51 - 64) | Pav Ramewal
Tel: 01732
227298 |
| 10. | Annual Review of the Committee's Terms of Reference | (Pages 65 - 74) | Bami Cole
Tel: 01732
227000 |
| 11. | Internal Audit Progress Report - Quarter 1 | (Pages 75 - 86) | Bami Cole
Tel: 01732
227000 |
| 12. | Asset Management Plan - Annual Report | (Pages 87 - 94) | Jim Latheron
Tel: 01732
227209 |
| 13. | Argyle Road Offices, Accommodation for Outside Organisations | (Pages 95 - 102) | Jim Latheron
Tel: 01732
227209 |
| 14. | Budget Monitoring July 2012 | (Pages 103 - 108) | Helen Martin
Tel: 01732
227483 |
| 15. | Annual Treasury Management Report 2011-12 | (Pages 109 - 124) | Pav Ramewal
Tel: 01732
227298 |

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)