



Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: 17th February 2016

**Committee:
West Mercia Energy Joint Committee**

Date: Monday, 29 February 2016

Time: 10.00 am

Venue: Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

You are requested to attend the above meeting.
The Agenda is attached

Claire Porter
Head of Legal and Democratic Services (Monitoring Officer)

Members of West Mercia Energy Joint Committee

<i>Herefordshire Council</i>	G Powell P Price
<i>Shropshire Council</i>	S Charmley M Wood
<i>Telford & Wrekin Council</i>	L Carter A England
<i>Worcestershire County Council</i>	J Smith A Blagg

Your Committee Officer is:

Emily Marshall Committee Officer
Tel: 01743 257717
Email: emily.marshall@shropshire.gov.uk

AGENDA

1 Election of Chairman

To elect a Chairman of the West Mercia Energy Joint Committee for the ensuing year.

2 Appointment of Vice-Chairman

To appoint a Vice-Chairman of the West Mercia Energy Joint Committee for the ensuing year.

3 Apologies for Absence

To receive apologies for absence.

4 Named Substitutes

To receive details of any Member nominated to attend the meeting in place of another Member.

5 Disclosable Pecuniary Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

6 Minutes (Pages 1 - 6)

To receive the minutes of the Joint Committee meeting held on 28th September 2015.

Copy attached marked 6.

7 Supplier Contracts

The Director of WME will provide a verbal update in line with the WME Standing Orders

8 External Audit - Annual audit letter 14/15 (Pages 7 - 16)

Report of the External Auditor is attached, marked 8.

Contact: Richard Percival/James McLarnon (0121 212 4000)

9 External Audit - Audit Plan 2015/16 (Pages 17 - 30)

Report of the External Auditor is attached, marked 9.

Contact: Richard Percival/James McLarnon (0121 212 4000)

10 External Audit - Informing the Audit Risk 2015/16 (Pages 31 - 56)

Report of the External Auditor is attached, marked 10.

Contact: Richard Percival/James McLarnon (0121 212 4000)

11 Internal Audit - Performance Reports To February 2016 (Pages 57 - 82)

The reports of the Audit Services Manager are attached, marked 11.

11a – Payroll

11b – Creditors

11c – Risk Management and Insurance

11d – IT

Contact: Ceri Pilawski (01743 257739)

12 Internal Audit - Audit Plan 2016/17 (Pages 83 - 86)

Report of the Audit Services Manager is attached, marked 12.

Contact: Ceri Pilawski (01743 257739)

13 Governance Update (Pages 87 - 90)

Report of the Director of West Mercia Energy is attached, marked 13

Contact: Nigel Evans (01743 231101)

14 Flexible Energy Management Panel - Terms of Reference (Pages 91 - 94)

Report of the Director of West Mercia Energy is attached, marked 14

Contact: Nigel Evans (01743 231101)

15 Exclusion of Public and Press

To consider a resolution under Section 100 (A) of the Local Government Act 1972 that the proceedings in relation to the following items shall not be conducted in public on the grounds that they involve the likely disclosure of exempt information as defined by the provisions of Schedule 12A of the Act.

16 Exempt Minutes (Pages 95 - 98)

To receive the Exempt Minutes of the meeting held on 28th September 2015 attached, marked 16.

Contact: Emily Marshall (01743 257717)

17 Trading Performance to Date 2015/16 (Pages 99 - 106)

Exempt report of the Director of West Mercia Energy is attached, marked 17

Contact: Nigel Evans (01743 231101)

18 Business Plan and Budget 2016/17 (Pages 107 - 138)

Exempt report of the Director of West Mercia Energy is attached, marked 18

Contact: Nigel Evans (01743 231101)

19 Minutes of the Flexible Energy Management Panel (Pages 139 - 148)

The Exempt minutes of the Flexible Energy Management Panel Meetings are attached, marked 19

Contact: Nigel Evans (01743 231101)

20 Risk Management Update (Pages 149 - 166)

Exempt report of the Director of West Mercia Energy is attached, marked 20

Contact: Nigel Evans (01743 231101)

21 Date of Next Meeting

The next meeting of the West Mercia Energy Joint Committee will be held on Monday 26th September 2016 at 10.00 a.m. in the Shrewsbury Room, Shirehall.