

## TERMS OF REFERENCE - STANDING PANEL

**Title:** Finance and Performance Management (incorporating work from the Customer Services and ICT Standing Panel)

**Status:** Standing Panel

### **Terms of Reference:**

#### **Performance Management**

1. To review Best Value Performance Indicator (BVPI) and Local Performance Indicator (LPI) outturns for the previous year at the commencement of each municipal year, and to determine the following on an annual basis:
  - (a) The criteria for deciding which BVPIs and LPIs should be formally monitored by the Panel throughout the remainder of the year, based upon the 'traffic light' system of performance reporting, Comprehensive Performance Assessment improvements, and existing council and member priorities;
  - (b) A 'basket' of priority BVPIs and LPIs, performance against which will be reported to the Panel throughout the year;
  - (c) The monitoring frequency of those priority BVPIs and LPIs identified by the Panel;
  - (d) Arrangements for the wider member reporting and monitoring of performance against those BVPIs and LPIs that are not contained in the Panel's 'basket' of high priority indicators;
2. To consider proposals and make recommendations for corrective action in relation to poorly performing BVPIs and LPIs;

#### **Best Value Performance Plan**

3. To consider and make recommendations as appropriate on the format and content of the Council's annual Best Value Performance Plan;

#### **Council Plan**

4. To undertake a full review of the existing Council Plan and to make recommendations to the Cabinet on the overall strategic vision to be adopted, within the context of how the authority intends to prioritise resources and develop services in the medium term;

#### **Public Consultation**

5. To develop arrangements to directly engage the community in commenting on and shaping the future direction of services to make them more responsive to local needs, including the development of proposals for effective consultation through an

annual community conference;

6. To annually review the consultation exercises undertaken by the council over the previous year.

### **Finance**

7. To consider the draft budgets for each portfolio and in so doing to evaluate and rank proposals for either enhancing or reducing services. Members will need to ensure consistency between wider policy objectives and financial demands.
8. To consider financial monitoring reports on key areas of income and expenditure for each portfolio.

### **Customer Services and ICT**

9. The Panel to consider feedback from the Customers Services Working Group to ensure that the Panel is kept up to date on current customer service activities across all service areas.
10. To monitor and review progress on the implementation of all major ICT systems:
  - Review of the Web-Casting System.