

## TERMS OF REFERENCE - STANDING PANEL

**Title: Finance and Performance Management**

**Status:** Standing Panel

### **Terms of Reference:**

#### **Performance Management**

1. To review statutory and local performance indicator outturns for the previous year at the commencement of each municipal year, and to determine the following on an annual basis:
  - (a) A basket of 'Key' Performance Indicators (KPIs) important to the Council's core business and corporate priorities; and
  - (b) The monitoring frequency of the KPIs identified by the Panel for the year;
2. To monitor performance against the adopted KPIs throughout the year; and to make recommendations for corrective action in relation to poorly performing indicators;

#### **Council Plan**

3. To undertake an annual review of performance against objectives, targets and actions contained in the Council Plan for 2006 to 2010;

#### **Public Consultation**

4. 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;
5. To annually review the consultation exercises undertaken by the council over the previous year.

#### **Finance**

6. 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.
7. To consider financial monitoring reports on key areas of income and expenditure for each portfolio.

#### **ICT**

8. To monitor and review progress on the implementation of all major ICT systems:
  - Review of the Web-Casting System.

**Value For Money**

9. To consider the annual Value for Money Analysis, and to identify any areas where further detailed analysis may be required to be undertaken by a Task and Finish Panel during the year.

**Essex Local Area Agreement**

10. To monitor performance against the performance indicators contained within the second Essex Local Area Agreement, that the Council 'has regard to'; and to make recommendations for corrective action in relation to poorly performing indicators.

**Equality and Diversity**

11. To undertake an annual review of progress towards the implementation of the Council's Race Equality, Gender Equality, and Disability Equality Schemes, and performance in relation to other equality and diversity issues.

**Chairman:** Cllr Derek Jacobs