

## TERMS OF REFERENCE - STANDING PANEL

**Title:** Finance and Performance Management

**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.

**Work Programme 2005/6**

Item	Priority	Report Deadline
<p><b>Performance Indicators</b></p> <p>Initial meeting to determine the matters contained in items (1) and (2) of the terms of reference.</p> <p>Subsequent meetings to be held on a regular basis to review quarterly performance outturns</p>	<p>High – These matters need to be determined as soon as possible</p> <p>High – Improved performance monitoring is a key CPA improvement</p>	<p>By August 2005</p> <p>Quarterly</p>
<p><b>Best Value Performance Plan</b></p> <p>Consider draft Best Value Performance Plan for 2006/07</p>	<p>Low – BVPP to be published by July 2006</p>	<p>January 2006</p>
<p><b>Council Plan</b></p> <p>Initial meeting to determine format and content of new Council Plan</p>	<p>High - Development of new Council Plan is a key CPA improvement</p>	<p>By August 2005</p>
<p><b>Consultation</b></p> <p>Initial meeting to develop revised approach to consultation</p>	<p>High – Development of evidence based priorities is a key CPA improvement</p>	<p>By September 2005</p>
<p><b>Finance</b></p> <p>Initial meeting to consider budget parameters.</p> <p>Subsequent meeting to consider detailed budget proposals.</p>	<p>High – annual Council Tax setting and changes to service levels are key issues.</p>	<p>Financial Issues Paper scheduled to go to Finance Cabinet Committee on 12 September.</p>

Financial monitoring reports will probably be on a quarterly basis.	High – apart from Leisure, current monitoring somewhat ad-hoc.	By October 2005
<b>Chairman:</b>		