

Report to Finance and Performance Management Standing Scrutiny Panel

Date of meeting: 2 August 2005

Portfolio: Finance and Performance Management

Subject: Terms Of Reference, Work Programme 2005/06 And Dates Of Future Meetings

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Committee Secretary: Simon Hill (Ext 4249)



Recommendations/Decisions Required:

- (1) That the Terms of Reference and Work Programme for the Scrutiny Panel for 2005/06, as agreed by the Overview and Scrutiny Committee, be noted; and**
 - (2) That members consider arrangements for future meetings of the Scrutiny Panel.**
- .1 (Head of Human Resources and Performance Management) At its meeting on 9 June 2005, the Overview and Scrutiny Committee agreed the Terms and Reference and Work Programme for the Scrutiny Panel for 2005/6, which were proposed by the Chairman of the Panel in consultation with the Finance and Performance Management Portfolio Holder. These are attached as to this report.
 - .2 Much of the work programme, such as performance indicator and financial monitoring, is ongoing in terms of requiring regular reporting. Quarterly meetings of the Panel on an on-going basis will therefore be required to undertake this role, preferably about one month after the end of each quarter, and it is suggested that these quarterly meetings be held on the following dates during 2005/06:

8 November 2005
7 February 2006
25 April 2006
 - .3 Other aspects of the agreed work programme such as the development of the new Council Plan and the annual Best Value Performance Plan (BVPP), the review of the council's consultation strategy and the consideration of budget parameters and proposals, are items more of a task and finish nature, although work on the BVPP and budget will be required each year. The Panel's consideration of the Council Plan, consultation strategy and budget are high-priority items within the work programme and, whilst it is anticipated that Council Plan and consultation strategy development could be accommodated at scheduled quarterly meetings of the Panel, it is suggested that additional

meetings should be held as follows to progress budget related matters for 2006/07:

26 September 2005 (budget parameters)

16 January 2006 (draft budget)

- .4 The Scrutiny Panel is requested to note its Terms of Reference and Work Programme for 2005/06 and to agree dates for future meetings during the year, all of which will commence at 7.00pm. The Head of Human Resources and Performance Management has been designated as the lead officer for the Panel and any additional meetings that prove necessary during the year will be arranged on an ad-hoc basis in consultation with the chairman.