

Budget Planning Committee

Terms of Reference and Draft Work programme

4 June 2013

Report of the Head of Finance and Procurement

PURPOSE OF REPORT

This report is in relation to the changes in scrutiny arrangements and outlines the terms of reference for this committee and suggest a draft work programme

This report is public

Recommendations

- The Budget Planning Committee is recommended to note the contents of this report and suggest any amendments to the proposed work programme.

Terms of Reference

- 1.1 As a result of the decision to change the scrutiny arrangements a budget planning committee will be created with the aims being:
 - Year round focus on budget planning and monitoring, which has become the 'new norm'
 - Mainstreams budget planning work
 - Cross party representation
 - Removes duplication between Executive and Scrutiny
- 1.2 The Budget Planning Committee is a committee of council, convened under Local Government Act 1972 (as amended). The committee will make recommendations to the Executive as appropriate within its terms of reference.
- 1.3 The Committee will be comprised of 12 Councillors on a Proportional Representation basis.

The Committee will:

- Provide strategic overview of all matters that could significantly impact upon the finances of the authority
- Oversee the implementation of the forthcoming and on-going financial reform that will significantly affect the Council
- Provide advice on the impact of business and housing growth in the district and estimate the

financial impact of such growth

- Be responsible for supporting the budget setting strategy and process for:
 - the general fund
 - capital programme
 - assets
 - reserves
 - investments
 - recommending the Committee's preferred budget proposal, for formal consideration by Executive, in light of the Council's stated priorities.
- Have a planning horizon which will be medium term (five years) including the medium term financial strategy
- Will also focus on any new major projects facing the Council that will have a significant impact on the resources of the Council as well as the budget setting round for the forthcoming financial year. **(the formal monitoring of projects once approved is the PLACE or TRANSFORMATION boards)**
- Be responsible for considering how the council responds to: changes in the way the council is funded, value for money and other legislative initiatives and reforms.
- Innovate and challenge the way the Council manages its budget and financial affairs.

1.4 The Committee shall be administered by Democratic and Elections and supported primarily by the Director of Resources and the Head of Finance and Procurement, with other officers providing support as required depending on the subject matter under consideration.

SUGGESTED WORK PROGRAMME AND REPORTING ARRANGEMENTS

2.1 In taking the TOR and the outputs required the following draft work programme is proposed for the first two meetings:

Month	Agenda Item
June 4	Terms of Reference
	12/13 Outturn and key messages for Explanatory Foreword
	Financial Context - MTFS Latest Position, Capital Resources
	Council Tax Reduction Scheme (Yr. 2)
	Work programme Review
July 9	Implications of CSR on MTFS Latest Position
	Business rate growth monitoring
	New Homes Bonus Funding
	Impact of Welfare reform on funding
	MTFS Latest Position
	Monthly Revenue and Capital Monitoring

2.2 In order to deliver the terms of reference the following items will need to be included at the following meetings along with any other areas the committee would like to review.

MONTH	AGENDA ITEM
September 3	MTFS Strategy Update
	13/14 Budget Guidelines
	13/14 Capital Programme Review and 14/15 Capital Strategy and new bid process
	Discretionary Budgets Overview
	Budget reductions or income generation
	Monthly Revenue and Capital Monitoring
October 8	14/15 Capital Scheme Evaluation
	Monthly Revenue and Capital Monitoring
	MTFS Latest Position
	Review of Reserves
	Investment Opportunities - Mortgages, retail, treasury investments
November 5	Evaluation of 14/15 budget reductions or income generation
	MTFS Latest Position
	14/15 Capital Scheme Evaluation
November 26	Draft Revenue and Capital Budget 1 Proposals
	Monthly Revenue and Capital Monitoring
	MTFS Latest Position
December 3	CTRS Scheme Year 2 proposal
	Tax Base review
	Monthly Revenue and Capital Monitoring
	Discounts and Exemptions Review
	Review of Reserves
January 21	MTFS Latest Position
	Business rate growth monitoring
	New Homes Bonus Funding
	Final Draft Revenue and Capital Budget Proposals
	Fees and Charges
March 11	MTFS Latest Position
	Monthly Revenue and Capital Monitoring
	Business rate growth monitoring
	<i>NEW KEY PROJECTS OR RECOMMENDATIONS FROM OTHER COMMITTEES ADDED AS AND WHEN</i>

Implications

- Financial:** There are no financial implications arising directly from the production of this report.
Comments checked by Nicola Jackson, Corporate Finance Manger, 01295 221731.
- Legal:** The Council must set a budget by 11 March annually.
Comments checked by Kevin Lane Head of Law & Governance, 0300 0030107.
- Risk Management:** None arising from this report however all formal budget and financial proposals will consider risk in full.
Comments checked by Nicola Jackson, Corporate Finance Manager 01295 221731.

Document Information

Appendix No	Title
Background Papers	
Budget 2012/13 2013/14 Council Tax Support Scheme LGRR Reports	
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