

BUDGET AND PERFORMANCE PANEL

2.00 P.M.

8TH JUNE 2004

PRESENT:- Councillors K. Budden (Chairman), T. Clifford, P. Gardner (substitute for P. Robinson), J. Gilbert, M. D. Greenall (substitute for D. Kerr), A. Johnson, R. J. Sherlock and J. Whitelegg.

Officers in attendance:

Corporate Director (Central Services)
Head of Financial Services
J. Doble – Principal Democratic Support Officer
L. Ellis – Democratic Support Officer

Also in attendance:

Councillor J. R. Mace

Apologies for absence:

Councillors D. Kerr, J. Kirkman and P. Robinson.

1 APPOINTMENT OF VICE-CHAIRMAN

The Chairman invited nominations for the Vice-Chairman of the Budget and Performance Panel for the current municipal year.

It was proposed by Councillor A. Johnson and seconded by Councillor R. J. Sherlock:

“That Councillor J. Gilbert be appointed Vice-Chairman of the Budget and Performance Panel for the municipal year 2004/5.”

There being no further nominations, the Panel agreed that Councillor J. Gilbert be appointed Vice-Chairman of the Budget and Performance Panel for the current municipal year 2004/5.

Resolved:

That Councillor J. Gilbert be appointed Vice-Chairman of the Budget and Performance Panel for the municipal year 2004/5.

2 AGREEMENT OF WORK PROGRAMME

The Principal Democratic Support Officer, advised the Panel that discussions had taken place between Officers and the Chairman regarding suggestions for a work programme for the municipal year 2004/5.

The Chairman explained to the Panel that as the Council had 16 Services it would not be practical or desirable for the Panel to consider each in detail. He suggested to Members that it would be sensible for each Councillor to be assigned a specific Service. It was felt that this would enable Councillors to develop areas of expertise and it would ensure that problems were identified as they arose in Services. It was felt that it would be useful for Members to express an interest in Service areas that they were interested in to enable them to start establishing relationships with Service Heads. Members emphasised the need to be seen as a ‘critical friend’. Officers noted down Members’ expressions of interest.

The Corporate Director (Central Services) explained to Members that they could refer to Best Value Performance Indicators and monitoring statistics to assist them scope issues for review.

Councillor J. Whitelegg suggested to Members that the Panel should consider a software issue in respect of using an alternative to Microsoft. Members felt that this could potentially be an ideal first investigation for the Panel. The Corporate Director (Central Services) was requested to check the Information Services Business Plan and provide a short scoping paper on this issue. It was agreed that the topic should be placed on the next Agenda of the Budget and Performance Panel.

The Head of Financial Services advised Members of a handbook published by CIPFA which included information on performance management and it was agreed that a copy of this should be purchased.

The Principal Democratic Support Officer further advised Members that the IDeA had produced a 'Members' Guide to Performance Management' and he was requested to circulate this to the Members of the Panel.

Resolved:

- (1) That Members of the Panel be assigned specific Services in which to develop expertise.
- (2) That the Corporate Director (Central Services) check the Information Services Business Plan in respect of alternative software to Microsoft and provide a short scoping paper on this issue.
- (3) That the Principal Democratic Support Officer circulate copies of the IDeA's 'Members' Guide to Performance Management' to Members of the Panel.

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Chairman

(The meeting ended at 2.45 p.m.)

***Any queries regarding these Minutes, please contact
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on 01524 582047 or alternatively e-mail LEllis@lancaster.gov.uk***