



**Committee:** BUDGET AND PERFORMANCE PANEL

**Date:** TUESDAY, 7 DECEMBER 2004

**Venue:** LANCASTER TOWN HALL

**Time:** 2.00 P.M.

Councillors are reminded that as Members of overview and scrutiny they may not be subjected to the Party Whip, which is prohibited under the Local Government Act 2000.

### **A G E N D A**

1. Apologies for absence.
2. Declaration of interests.
3. Minutes of the meeting held on 2 November 2004.
4. Items or Urgent Business authorised by the Chairman.
5. Presentation of Performance Management Software  
Presentation by Liz Stokes, Best Value Officer, Corporate Strategy
6. Budget Process 2005/6 - Briefing by Corporate Finance Manager
7. Corporate Grants - Service Level Agreement Performance Monitoring - Report of Head of Administration Services  
(to follow)
8. Open Source Software - Draft Report of Budget and Performance Panel  
(to follow)
9. Update on Homelessness Research Proposal - Principal Democratic Support Officer
10. Work Programme (Pages 1 - 2)

## **ADMINISTRATIVE ARRANGEMENTS**

### **(i) Membership**

Councillors Keith Budden (Chairman), John Gilbert (Vice-Chairman), Tina Clifford, Tony Johnson, David Kerr, Janie Kirkman, Peter Robinson, Roger Sherlock and John Whitelegg

### **(ii) Substitute Membership**

Councillors Evelyn Ashworth, Susan Bray, Chris Coates, Jean Dent, Paul Gardner, Stuart Langhorn and Sylvia Rogerson

### **(iii) Queries regarding this Agenda**

Please contact James Doble, Administration Services - telephone (01524) 582057 or email [jdoble@lancaster.gov.uk](mailto:jdoble@lancaster.gov.uk).

### **(iv) Changes to Membership, substitutions or apologies**

Please contact Members' Secretary, telephone 582170, or alternatively email [memberservices@lancaster.gov.uk](mailto:memberservices@lancaster.gov.uk).

MARK CULLINAN  
CHIEF EXECUTIVE  
TOWN HALL,  
LANCASTER LA1 1 PJ

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**WORK PROGRAMME – BUDGET AND PERFORMANCE PANEL****Schedule:**

<b>December</b>	<b>February</b>	<b>March</b>	<b>April</b>
	Business Plan Monitoring		Business Plan Monitoring
	Star Chamber		Star Chamber
		Performance Indicator Review	
	Budget Setting		
Budget Process 2005/06	Corporate Finance Monitoring		Corporate Finance Monitoring
SLA Monitoring			
Procurement and Contract Review			

**Projects:**

<b>DATE REQUESTED MINUTE NO.</b>	<b>MATTER FOR CONSIDERATION</b>	<b>OFFICER RESPONSIBLE</b>	<b>DATE DUE BACK TO COMMITTEE</b>
13/7/04 Min. No. 8	Alternative software packages	Principal Democratic Support Officer	7/12/04

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