

**BUDGET AND  
PERFORMANCE PANEL**

**6.00 P.M.**

**12TH JULY 2011**

**PRESENT:-** Councillors Susan Sykes (Chairman), Alycia James (Vice-Chairman), Dave Brookes, Janet Hall, Richard Newman-Thompson, Richard Rollins and Elizabeth Scott

Apologies for Absence:-

Councillors Tony Anderson and Keith Sowden

Officers in attendance:-

Andrew Clarke	Accountancy Services Manager
Anne Marie Harrison	Assistant Head (Partnerships), Community Engagement Service
Stephen Metcalfe	Principal Democratic Support Officer
Tom Silvani	Democratic Support Officer

**7 DECLARATION OF INTERESTS**

There were no declarations of interest.

**8 MINUTES**

The minutes were signed by the chairman as a correct record.

**9 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN**

There were no items of urgent business.

**10 MEMBER TRAINING**

The Assistant Head of Community Engagement (Partnerships) gave a presentation relating to performance management. The presentation outlined the process of performance management and gave an overview of the strategic framework and the terminology used, members were also advised of the Performance Review Team (PRT) timetable.

The role which the panel was expected to play in the scrutiny of performance was explained in detail, this included the following:

- To monitor and review performance by exception reporting within the PRTs
- To assess performance against key indicators and benchmarks
- To assess whether expected outcomes are being delivered
- To review effectiveness of the council's overall performance management arrangements
- To scrutinise the council's policies and procedures and other supporting arrangements for securing value for money (economy, efficiency and effectiveness)

- To consider risk management issues in reviewing and scrutinising performance
- To make recommendations as appropriate

The panel were also advised that in order to make the Red/Amber/Green (RAG) system used in the Performance Review Report easier to read when printed in black and white, a letter R,A or G would be printed in each box. Members asked extensive questions regarding the presentation.

The chairman thanked the Assistant Head of Community Engagement (Partnerships) for her presentation.

The Accountancy Services Manager presented the Quarter 3 Performance Monitoring 2010-11 report, which was considered by the Panel at its meeting on 29 March 2011, for training purposes.

The Accountancy Services Manager also introduced members to the council's Budget Book 2011-12, and the Chairman advised members to familiarise themselves with the document and highlight areas of concern which could possibly be discussed at future meetings of the panel. It was advised that members would be provided with copies of the document by democratic services.

Members asked questions regarding the process of scrutiny of financial matters which were answered by the Accountancy Services Manager. The panel also discussed Revenue Collection Performance, and queried as to why overpayments were occurring in Housing Benefits. The Accountancy Services Manager advised that he would obtain the relevant information from the relevant head of service and report back to the next meeting of the panel. Members were also advised of the process regarding requesting service heads to attend meetings to respond to specific concerns which the panel might have relating to areas within their service.

The Accountancy Services Manager presented the Provisional Revenue and Capital Outturn 2009/10 report, which was considered by a previous Panel, at its meeting on 7 September 2010 for training purposes. Members asked detailed questions regarding the presentation and to clarify certain issues.

The Chairman thanked the Accountancy Services Manager for his presentations.

## **11 WORK PROGRAMME REPORT**

The Democratic Support Officer presented a report to update members on the panel's work programme. Members were asked to consider whether they would like to include any further items in the work programme.

It was advised that at its meeting on 8 June 2011 Overview and Scrutiny Committee had resolved the following:

“That the Chairman, or a nominated representative of Budget and Performance Panel be invited to attend future meetings or submit a briefing note to update the Committee on the work of the Panel until Council reconsiders and rectifies the link membership issue.”

The panel discussed the issue and agreed that Councillor James would attend the next meeting of Overview and Scrutiny Committee scheduled for the 13 July 2011, in order to provide an update on the work of the panel and answer any questions the committee might have.

The panel were advised that there was one change to the work programme as published in the agenda, that a report regarding building control was now scheduled to be considered by the panel at its meeting on 27 March 2012.

Members discussed the reports which were due be considered at the next meeting of the panel scheduled for 30 August 2011, these were as follows:

- 2011/12 Qtr1 Corporate Financial Monitoring, including Treasury Management.
- Provisional 2010/11 Revenue and Capital Outturn.

It was advised that due to the scheduling of meetings, Cabinet would not have considered these reports prior to the next meeting of the panel at the end of August. The group agreed that the chairman should contact the Leader of the Council to formally request that the panel be permitted to consider the reports prior to their consideration by Cabinet, as otherwise the opportunity for scrutiny would be missed.

***Resolved:***

- (1) That the report and update be noted.
- (2) That Councillor James attend the next meeting of the Overview and Scrutiny Committee in order to provide an update on the work of the panel.
- (3) That the Chairman request the Leader of the Council to allow the panel to consider the following reports, prior to their consideration by Cabinet:
  - 2011/12 Qtr1 Corporate Financial Monitoring, including Treasury Management.
  - Provisional 2010/11 Revenue and Capital Outturn.

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Chairman

(The meeting ended at 7.32 p.m.)

**Any queries regarding these Minutes, please contact  
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