

BUDGET AND PERFORMANCE PANEL

Work Programme Report 14th July 2009

Report of Head of Democratic Services

PURPOSE OF REPORT

To update Members with regard to the Work Programme.

This report is public

RECOMMENDATION

That a detailed Work Programme be presented to the Panel at its meeting on 8th September 2009.

1.0 Introduction

- 1.1 Following scoping, and consultation with relevant officers, it is proposed that a detailed Work Programme be brought to the meeting of the Panel on 8th September 2009 for consideration.
- 1.3 Members are invited to propose any issues they would like the Panel to consider as part of its Work Programme. The Panel's Terms of Reference are attached for Members' information.

The Panel is requested to agree the recommendation.

BACKGROUND PAPERS

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BUDGET AND PERFORMANCE PANEL

TERMS OF REFERENCE

- 1 To scrutinise the Council's arrangements and performance in relation to financial planning, including budget / target setting. e.g. items within the Budget Framework including :
 - reviewing the effectiveness of the budget setting process,
 - role of Star Chamber,
 - contents of the Medium Term Financial Strategy and
 - Capital Investment Strategy and
 - financial targets in the Corporate Plan.
- 2 To review the management of resources by scrutinising the Council's financial performance in year against agreed budgets or other targets. e.g.
 - capital and revenue spending against approved budgets,
 - specific activities including treasury management, generation of revenue and capital income targets and
 - monitoring of financial savings/efficiency targets (MTFS/Gershon).
- 3 To monitor and review by exception reporting within the PRTs the performance of the Council's services and contractual arrangements in delivering specific strategic and operational objectives and outcomes. e.g.
 - receive Performance Review Team reports,
 - monitor the delivery and effectiveness of Service Level Agreement targets,
 - assess performance against key performance indicators and benchmarks,
 - assess whether services are delivering their expected outcomes.
- 4 To review the effectiveness of the Council's overall performance management arrangements in relation to partnership working and to scrutinise the performance of the Council's major partnerships.
- 5 To scrutinise the Council's policies and procedures and other supporting arrangements for securing value for money (i.e. economy, efficiency, effectiveness) e.g.
 - value for money strategy,
 - procurement practices,
 - income management and collection arrangements,
 - asset management practices
 - insurance arrangements.
- 6 To consider risk management issues in reviewing and scrutinising performance.
- 7 To make recommendations as appropriate in respect of the above.

BUDGET AND PERFORMANCE PANEL
WORK PROGRAMME

| Matter for consideration | Officer Responsible | Meeting date |
|---|----------------------------|---------------------|
| Partnership Mapping and Evaluation – Community Safety Partnership | H.CS | 14.07.09 |
| Partnership Mapping and Evaluation – Museums Service Partnership | H.Cult.S | 14.07.09 |
| Partnership Mapping and Evaluation – West End Partnership | To be confirmed | 08.09.09 |
| Partnership Mapping and Evaluation – CCTV | H. Prop.S | 08.09.09 |
| Highlight Report | Principal Auditor | 08.09.09 |

Requests for Cabinet Member attendance

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|-------------------------------------|---|----------|
| PRT Reports 4 th Quarter | Cabinet Member with Responsibility for Performance Management | 14.07.09 |
| PRT Reports 1 st Quarter | Cabinet Member with Responsibility for Performance Management | 08.09.09 |

Briefing Notes requested

| Date requested | Topic | Officer responsible | Progress |
|-----------------------|--------------|----------------------------|-----------------|
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