

BUDGET AND PERFORMANCE PANEL

Work Programme Report 7 June 2011

Report of Head of Governance

PURPOSE OF REPORT

To update Members regarding the Panel's Work Programme.

This report is public

RECOMMENDATIONS

- (1) That Members note the items to be carried forward for consideration at future meetings.**
- (2) That Members consider what should be included in the 2011/12 work programme.**

1.0 Introduction

- 1.1 This report provides Members with recommendations for inclusion in the Panel's Work Programme and advises of possible upcoming items for consideration and work in progress.

2.0 Report

- 2.1 The Budget and Performance Panel is responsible for setting its own Annual Work Programme within the Terms of Reference, as set out in Part 3, Section 13 of the Constitution.
- 2.2 Members of the Budget and Performance Panel are entitled to give notice to the Chief Executive that they wish an item relevant to the Terms of Reference of the meeting to be included on the agenda for the first available meeting, and the meeting will determine whether the issue should be included in its Work Programme based on its relevance as compared to the priorities as set out in the Scrutiny Work Programme (Part 4, Section 5 of the Constitution).
- 2.3 Suggestions will be invited from Members and officers on ideas for this years Work Programme. The views of the public have been sought through a press release.

3.0 Outstanding items

Members are requested to consider if they wish the items that were not considered in the 2010/11 municipal year to remain on the Panel's Work Programme for 2011/12. The only issue which remained on the report was as follows:

3.1 Building Control

At its meeting on 29 March 2011, Members requested that Officers/Cabinet Members be invited to attend future meetings of the Panel to report on progress being made in the area of Building Control.

3.2 Updates on the work of the Affordable Housing Task Group

An Affordable Housing Task Group has been scoped, however the Chief Executive has advised that so far, the Government has not issued any clear information on affordable housing therefore the Task Group cannot yet commence its work. If the item were to remain on the work programme updates would be reported to the Panel when they were available.

4.0 Items Recommended for inclusion in 2011/12 Work Programme

Members are asked to consider the following in order to assist in producing with an updated work programme for 2011/12.

4.1 Invitations to Cabinet Members

Members may wish to consider extending invitations to cabinet members to coincide with consideration of issues relevant to their respective portfolios. It is suggested that the Leader and the holder of the finance portfolio be invited to an early meeting of the committee to discuss budget issues and financial matters, together with performance management issues.

4.2 Forward Plan

It is suggested that Members could put forward financial or performance related items for pre-decision scrutiny, or which they wish to be considered by the pre-decision scrutiny champion of Overview and Scrutiny Committee, once appointed, to investigate.

4.3 Service Level Agreements

Members may wish to continue to review and monitor Service Level Agreements (SLAs) requesting reports as appropriate. At its meeting on 22 February 2011 the panel considered a report regarding Corporate Review of Service Level Agreements, and resolved that an update be reported to a future meeting of the panel before the issue was considered again by Cabinet.

4.4 Partnerships

In the past the panel has received reports to update members throughout the year on progress against the planned work programme, outcomes from completed evaluations and any issues arising from the ongoing development of the framework for partnership performance management and governance.

If Members wish for this issue to be considered by the Panel it can be included in the work programme, and the Chief Executive be requested to make the necessary arrangements for officers to report to the Panel.

4.5 Budget Overspends/Variances

In the past the panel has considered budget variances which had been identified by the panel's considering the annual Outturn Reports. With the agreement of the Chief Executive officers were required to attend the meeting to present the additional information requested, explain why the variances had occurred, provide an explanation of lessons learnt and whether any variances were ongoing and would impact on this year's budgets.

If there are significant variances in the current year Members may wish to undertake this exercise again.

4.6 Finance Issues

The panel has received regular updates regarding budget, treasury management and other financial issues throughout the year. More details regarding the timetable for consideration of these items will be made available for members consideration prior to the meeting

4.7 2011/12 PRT Quarterly Reports Timetable

As with Cabinet, quarterly reports are routinely provided to the panel throughout the year. Set out below is the draft timetable for undertaking the 2011/12 Quarterly PRTs. The Panel are asked to note the timetable:-

2011/12 PRT Quarterly Report	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Deadline	18 October 2011	24 January 2012	27 March 2012	June 2012

DEPUTY SECTION 151 OFFICER'S COMMENTS

As there are no financial implications arising from this report the Deputy S151 officer has no comments to make.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments to add.

BACKGROUND PAPERS

None.

Contact Officer: Tom Silvani

Telephone: 01524 582132

E-mail: tsilvani@lancaster.gov.uk