

# **BUDGET AND PERFORMANCE PANEL**

## **Work Programme Report**

**11 June 2013**

### **Report of the 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, as detailed in Appendix A to the report.**
- (2) That members consider what should be included in the 2013/14 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.
- 1.2 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.
- 1.3 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).

#### **2.0 Report**

Members are requested to consider if they wish the items that were not considered in the 2012/13 municipal year to remain on the Panel's Work Programme for 2013/14. The remaining issues are as follows:

##### **2.1 Update - Building Control Service Area**

At its meeting on 15 October 2012 the panel had requested that the appropriate officer be requested to attend a meeting of the panel in order to provide a report regarding Building Control. On 26 March 2013 members were advised that trading conditions had changed for neighbouring authorities

and talks had began to discuss new opportunities. Officers advised that a report could be brought to the panel once more information was available.

## **2.2 Empty Houses, Voids, and why Properties are in need of Repair**

Members are reminded that at its meeting on 15 October 2012 the panel had referred to the briefing note regarding Empty Houses, Voids, and why Properties are in need of Repair and had agreed that a report from an appropriate officer should be requested providing further information. Members have been requested to provide information regarding the issues which they would like to be addressed in this report. This report will then be presented to a future meeting of the panel.

## **2.3 Salt Ayre Sports Centre**

At its meeting on 26 March 2013 the panel received a report to update members on the continuing work in relation to the performance of Salt Ayre Sports Centre. Members were advised that the review of the sports centre was ongoing and the panel agreed that further reports should be requested in order to update members on progress made. The review of the sports centre was expected to be completed by September 2013, and the panel agreed that interim reports regarding progress would be requested if necessary.

## **2.4 Invitations to Cabinet Members**

At its meeting on 27 November 2012 the panel requested that Councillor Sands (Cabinet Member for Arts and Culture) and Councillor Barry (Cabinet Member for Voluntary Sector) be invited to attend a future meeting of the panel to discuss partnerships within their respective portfolios.

## **2.5 Briefing Notes**

On 26 March 2013 briefing notes regarding 'Letting of Council Buildings', and 'Shared Property Services with Lancashire County Council' were circulated to members.

Should the panel wish to consider an issue contained within either of these briefing notes a report can be requested for inclusion on the agenda for a future meeting of the panel.

## **3.0 Items Recommended for Inclusion in the 2012/13 Work Programme**

### **3.1 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 financial portfolio be invited to an early meeting of the committee to discuss budget issues and financial matters, together with performance management issues.

### **3.2 Forthcoming Key Decision List**

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 to investigate.

### 3.3 Service Level Agreements (SLAs)

Previously the panel has chosen to monitor SLAs, requesting reports as appropriate. At its meeting on 11 December 2012 the panel received a report regarding progress towards introducing commissioning arrangements which would replace the current Service Level Agreements with voluntary, community and faith sector (VCFS) partners and arts/leisure partners.

The panel requested that the monitoring of VCFS contracts be added to the work programme, with appropriate dates for monitoring included once the new commissioning arrangements have been agreed.

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.

### 3.4 Annual Stakeholder's Meeting

As part of the budget consultation process, the Leader of the Council is invited to present the council's budget proposals to the panel. All council members and economic stakeholders are invited to attend this meeting.

Members may also wish to consider extending an invitation to a representative of Lancashire County Council to present Lancashire County Council's budget proposals.

Earlier this year Lancashire Combined Fire Authority presented reports relating to Reserves and Balances Policy, Capital Budget 2013/14 – 2017/18, and the Revenue Budget 2013/14 – 2015/16. Members may wish to consider requesting a representative of the Lancashire Combined Fire Authority to present their proposals to the meeting.

### 3.5 Customer Comments, Compliments and Complaints Policy and Guidance

Members are reminded that at its meeting on 6 November 2012, Cabinet had agreed the recommendations of the council's Overview and Scrutiny Committee made at its meeting on 10 October 2012 with regard to the revised Customer Comments, Compliments and Complaints Policy. It was reported that the committee had recommended: -

'That the Budget and Performance Panel be requested to undertake the performance monitoring of the complaints procedure.'

In March 2013 the Head of Environmental Services advised the panel that officers were currently working on the details of compiling this report which would be reported to the panel on a six-monthly basis commencing in 2013/14. As such it was expected that the first report will be presented to the panel in October 2013, members may wish to include this report in the work programme for the 2013/14 municipal year.

### 3.6 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.

At its meeting on 27 November 2012 the panel was advised of a database that had been created that provided an overview of key partnerships helping the council to achieve its priorities. It was agreed that this would be helpful in assisting the panel to fulfil its terms of reference and that this be added to the panel's work programme.

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.

### 3.7 Budget Overspends/Variances

In the past the panel has considered budget variances which had been identified when considering the annual outturn reports. With the agreement of the chief executive officers have previously been required to attend meetings 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 the year's budget's.

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

### 3.8 Financial Monitoring

The panel receives regular updates regarding the budget, treasury management and other financial issues throughout the year – the panel are asked to note the timetable as below:

<b>Report</b>	<b>Date for consideration</b>
2012/13 Revenue and Capital Outturn	10 September 2013
Qtr 1 Financial Monitoring (including impact from outturn)	10 September 2013
Qtr 2 Financial Monitoring (including any implications / update for Medium Term Financial Strategy)	5 November 2013
Qtr 3 Financial Monitoring (including any implications / update for Medium Term Financial Strategy)	4 March 2014

### 3.9 Corporate Performance Monitoring

Reports are routinely provided to the panel throughout the year. Set out below is the draft timetable for undertaking the 2013/14 Corporate Performance Monitoring. The panel are asked to note the timetable:-

2013/14 Corporate Performance Monitoring Report	Quarter 1	Quarter 2	Quarter 3
Date for consideration	10 September 2013	5 November 2013	4 March 2014

#### **SECTION 151 OFFICER'S COMMENTS**

The Section 151 Officer has been consulted and has no further comments.

#### **MONITORING OFFICER'S COMMENTS**

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

#### **BACKGROUND PAPERS**

None.

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