

BUDGET AND PERFORMANCE PANEL

Work Programme Report

22 July 2014

Report of the Chief Officer (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 2014/15 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 2013/14 municipal year to remain on the panel's work programme for 2014/15. The remaining issues are as follows:

2.1 Service Level Agreements (SLAs)/Commissioning

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.

In June 2013 the panel agreed that the monitoring of voluntary, community and faith sector (VCFS) partners, and arts/leisure partners be carried over to the work programme for 2013/14, with appropriate dates for monitoring included once the new commissioning arrangements had been agreed. It was agreed that this report be timed to coincide with Councillor Barry's attendance at the panel to discuss partnerships within his portfolio.

Members may wish to consider monitoring the performance of the council's commissioning arrangements with the Voluntary, Community and Faith Sector Partners. This process could involve drawing together common themes from the sector, as well as a review of what each commissioned partner has achieved over the last twelve months, any comments they have about their work, and their experiences of dealing with the changing needs of the district.

2.2 Building Control Trading Account

Members have previously been advised that the council was in discussions with a neighbouring authority regarding the possibility of establishing a shared service in regards to the Building Control Trading Account. In March 2013 the panel requested that members be kept informed of any developments in this area.

Members may wish to consider including this issue in its work programme for 2014/15.

2.3 Compliments and Complaints Half Yearly Report

Following the introduction of the revised Customer Comments, Compliments and Complaints policy it was agreed by Cabinet in line with the recommendations of the Council's Overview and Scrutiny Committee that Budget and Performance Panel undertake regular half yearly monitoring of the complaints procedure. Members are asked that it be noted that the Compliments and Complaints Half Yearly Report will form part of the Corporate Performance Monitoring Report.

3.0 Items Recommended for Inclusion in the 2014/15 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 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.

In previous years the Lancashire Combined Fire Authority and the Lancashire Police and Crime Commissioner have submitted reports relating to their budget proposals. Members may wish to consider requesting representatives of these organisations to present their proposals to the meeting.

3.4 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.

3.5 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:

Report	Date for consideration
2013/14 Revenue and Capital Outturn	9 September 2014
Qtr 1 Financial Monitoring (including impact from outturn)	9 September 2014
Qtr 2 Financial Monitoring (including any implications / update for Medium Term Financial Strategy)	11 November 2014

Qtr 3 Financial Monitoring (including any implications / update for Medium Term Financial Strategy)	24 February 2015
---	------------------

3.6 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	TBC	TBC	24 February 2015

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.

Contact Officer: Tom Silvani

Telephone: 01524 582132

E-mail: tsilvani@lancaster.gov.uk