

OVERVIEW AND SCRUTINY

REPORTING AND MONITORING WORKING GROUP

Terms of Reference for 2013/14

1. Purpose/Objectives of the Review

The purpose of the Working Group is:

- To review the revenue budget proposals and the Council's medium term financial plans.
- To recommend a short list to the Overview and Scrutiny Committee for detailed consideration.
- To consider suggestions from the public and other Councillors for items to be included in the short list for scrutiny.

2. Outcomes Required

- The production of a short list of revenue budget items for closer consideration by the Overview and Scrutiny Committee.
- To reflect the medium term approach being taken to financial planning.

3. Timetable

3 October 2013	Agree Terms of Reference
6 January 2014	Budget Review
27 January 2014	Report to the Overview and Scrutiny Committee

4. Responsible Officers

Lead Officer - Glenn Hammons, Head of Finance and Chief Finance Officer
Bill Lewis, Assistant Head of Finance
Phil Morrison, Assistant Head of Finance

Co-Ordinator - Tracy Tiff, Scrutiny Officer

5. Resources and Budget

Glenn Hammons, Head of Finance and Chief Finance Office, to provide internal advice

Bill Lewis, Assistant Head of Finance, and Phil Morrison, Assistant Head of Finance, to provide internal advice

6. Final report presented by:

Presented to the Overview and Scrutiny Committee at its meeting on 27 January 2014

7. Monitoring procedure

Continuous, ongoing monitoring process by means of updates to the Overview and Scrutiny Committee.