

Agenda Item 6

Scrutiny Budget Review 2018-19 – Project scope

Review Topic	Budget Review 2018-19
Lead Member Review Group	Councillor James Fry
Other Review Group Members	Councillors Tom Landell Mills, Craig Simmons & Sian Taylor Housing Panel members will be invited to join the Review Group for one meeting.
Officer Support and allocate hours	Scrutiny Officer support – approx. 3 days per week from mid-December 2017 to mid-February 2018. Additional support from the Head of Financial Services, Management Accountancy Manager and other Senior Officers.
Background	The Finance Panel (Panel of the Scrutiny Committee) is responsible for scrutinising finance and budgetary issues and decisions, including the Budget 2018/19 decision. The Budget 2018/19 paperwork will be published for consultation on 12 December 2017, ahead of a final decision by full Council on 19 February 2018. In recent years the Panel has formed a Budget Review Group to scrutinise the budget proposals in detail before reporting to the City Executive Board in February. Housing Panel members have joined the Review Group for scrutiny of housing budget proposals.
Rationale	To scrutinise the Council’s draft budget for 2018-19 and medium term financial plan for the following three years.
Key lines of inquiry	<p>Areas of focus for the Budget Review Group this year to include:</p> <ul style="list-style-type: none"> • The overall shape of expenditure and income (gross and net) at a high level, including data for recent years and future years. • The evolution of Council budgets over recent years, tracking changes from original approved budgets to final outturn. • Overall and service area gross budgets. • Past and projected changes to external funding streams including some analysis of the possible impacts of Business Rates reform. • Service area budget proposals including planned savings and efficiencies, cost pressures and staffing impacts. • Contingencies and earmarked reserves. • Capital programme. • HRA Business Plan. • Any funding provided to Council-owned companies. <p>The Finance Panel on 31 January 2018 will pre-scrutinise decisions on the Council’s Capital Strategy and Treasury Management Strategy for 2017/18. In March 2018 the Panel will consider the outcomes of the second round of fundamental service reviews (some of which may be linked to budget lines considered by the Scrutiny Budget Review).</p>

Indicators of Success	<ul style="list-style-type: none"> • Robust independent scrutiny of budget proposals; • Detailed consideration of key lines of inquiry; • High quality engagement with Senior Officers; • The production of a report with recommendations; • Broad agreement on conclusions and recommendations amongst Review Group members; • The majority of recommendations are agreed by the City Executive Board. 		
Methodology/ Approach	<p>Evidence gathering to include:</p> <ul style="list-style-type: none"> • A budget briefing by the Head of Financial Services, • Reviewing Budget 2018/19 paperwork, including options or bids presented to members2; • Submitting written questions to Senior Officers and reviewing their responses; • Meetings with Executive Directors, Assistant Chief Executives and Heads of Service. 		
Specify Witnesses/ Experts	<ul style="list-style-type: none"> • Interim Chief Executive; • Executive Director for Organisational Development and Corporate Services; • Executive Director for Community Services; • Assistant Chief Executive; • Interim Assistant Chief Executive (Regeneration and Economy); • Head of Financial Services; • Head of Housing and Property; • Head of Planning and Regulatory Services; • Head of Community Services; • Head of Business Improvement; • Head of Law and Governance • Management Accountancy Manager. 		
Out of scope	Council company business plans.		
Projected start date	13 December 2017	Draft Report Deadline	23 January 2018 for Finance Panel
Meeting Frequency	4 meetings in January 2018	Projected completion date	13 February 2018 CEB

Draft outline of meetings

Meeting one – Monday 8 January 2018, 5.30pm-7.30pm
Sustainable City session with: <ul style="list-style-type: none">• Gordon Mitchell, Interim Chief Executive• Tim Sadler, Executive Director for Sustainable City• Patsy Dell, Head of Planning, Sustainable Development & Regulatory Services• Ian Brooke, Head of Community Services• Nigel Kennedy, Head of Financial Services• Anna Winship, Management Accountancy Manager
Meeting two – Tuesday 9 January 2018, 5.30pm-8.00pm
Assistant Chief Executives session with: <ul style="list-style-type: none">• Caroline Green, Assistant Chief Executive• Fiona Piercy, Interim Assistant Chief Executive (Regeneration & Economy)• Stephen Clarke, Head of Housing Services• Nigel Kennedy, Head of Financial Services• Anna Winship, Management Accountancy Manager <p>Housing Panel Members will also be invited to this session.</p>
Meeting three – Thursday 11 January 2018, 5.30pm-7.30pm
Organisational Development and Corporate Services session with: <ul style="list-style-type: none">• Jackie Yates, Executive Director for Organisational Development & Corporate Services• Helen Bishop, Head of Business Improvement• Anita Bradley, Head of Law and Governance• Nigel Kennedy, Head of Financial Services• Anna Winship, Management Accountancy Manager

This page is intentionally left blank