

## **Terms of Reference**

### **Finance and Performance Working Group (of the Scrutiny Committee)**

#### **1. Purpose**

The Finance and Performance Working Group is a sub-group of the Scrutiny Committee, established to support the Committee in carrying out its responsibilities by examining financial matters and performance outcomes across the Council and its wholly or partly owned companies.

#### **2. Status**

The Working Group is an informal, non-decision-making body created by the Scrutiny Committee. It operates under the authority of the Committee and report its findings and recommendations for formal consideration.

#### **3. Scope of Work**

The Finance and Performance Working Group will:

- Review the Council's financial and budgetary issues and decisions
- Review and provide input into the development of the Council's annual budget
- Monitor the Council's financial performance and data on a quarterly basis, identifying areas of underperformance
- Review the finance and performance of the Council-owned companies
- Scrutinise executive decisions made in relation to any companies wholly or partly owned by the Council

#### **4. Membership**

Membership will be set by the Scrutiny Committee and drawn from all non-executive members. It will not be required to reflect the Council's make up. The Finance and Performance Working Group will comprise four councillors or up to one member from each political group.

The quorum shall be 2 members. Substitution will be allowed.

#### **5. Chairing**

The Chair shall be elected by the Scrutiny Committee at the first meeting of the municipal year, or at the time of the group's formation.

The Chair will be responsible for leading meetings and reporting the Group's findings and recommendations back to the Scrutiny Committee. They may also be invited to present these outcomes to Cabinet or the Shareholder and Joint Venture Group.

In the absence of the Chair, members present shall elect an acting chair for that meeting.

## **6. Meetings and ways of working**

- The Scrutiny Committee will commission and scope the work of the Finance and Performance Working Group and therefore has final agreement on its recommendations.
- The agenda will be published in advance, though the usual rules of publication 7 days in advance do not apply.
- Meetings will be held 6 times each year. Additional meetings must be approved by the Monitoring Officer.
- Meetings are not legally required to be held in-person and are not subject to the Local Government Act 1972 requirement to be held in public.

## **7. Attendees**

Officers or cabinet members shall attend the meetings from time to time where their attendance is required as a result of an item on the agenda.

Directors and Company Secretaries of Council-owned companies may be invited to attend meetings for businesses relating to their companies.

## **8. Access to information**

Members of the Finance and Performance Working Group will have access to relevant papers, including those concerning Council-owned companies.

## **9. Confidentiality**

All information shared within the agenda and meeting concerns decisions to be taken. It will, from time to time, contain personal and commercially sensitive information. As such all information provided in the meeting shall be kept confidentially by those in attendance unless otherwise agreed in advance with the Chief Executive or the Monitoring Officer, following a request to share information outside of the meeting.

## **10. Relationship with Scrutiny**

The Finance and Performance Working Group supports the broader work of the Scrutiny committee. It acts in an advisory and investigative capacity, with its outputs feeding into the formal scrutiny process via reports and recommendations for the Committee's consideration.