



## Finance & Performance Sub Committee – 26 May 2020

### Budget Working Group Terms of Reference

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#### Purpose of report

This report seeks Members' approval of the Terms of Reference for the Budget Working Group.

#### Attachment(s)

Appendix 1 Terms of Reference

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#### 1.0 Background

- 1.1 At its meeting on 16 December 2019 the Sub Committee agreed to set up a Budget Working Group for the purpose of reviewing the draft Budget 2020/21 and Medium Term Financial Strategy.
- 1.2 The Working Group met three times prior to the Budget 2020/21 being approved by Council on 2 March 2020.
- 1.3 The intention was for the Budget Working Group to remain in existence to review any specific financial issues arising during the 2020/21 financial year.
- 1.4 The Covid-19 pandemic is having an impact on the financial position of the council, and the Budget Working Group is ideally positioned to provide the interface between the financial challenges arising at a service level and the formal decision making process through the council's governance structure.

#### 2.0 Budget Working Group Terms of Reference

- 2.1 Members are presented with the Terms of Reference for the Budget Working Group at Appendix 1.

#### 3.0 Equality and Diversity Implications

- 3.1 There are no equality and diversity implications arising from this report.

#### 4.0 Legal Implications

- 4.1 There are no legal implications arising from this report.

#### 5.0 Risk Management

- 5.1 There are many risks arising from the Covid-19 pandemic. The council's risk register and established risk management processes are proactively managing and reporting these risks. The inclusion of the Budget Working Group strengthens the council's approach to managing the financial risks arising from Covid-19.

#### 6.0 Financial implications

- 6.1 There are no direct financial implications arising from the approval of the Terms of Reference.

## 7.0 Implications for our Customers

7.1 There are no direct customer implications arising from this report.

## 8.0 Constitutional Implications

8.1 There are no constitutional implications arising from this report.

## 9.0 Privacy Implications

9.1 There are no privacy implications arising from this report.

## 10.0 Health Impact Implications

10.1 There are no health impact implications arising from this report.

## 11.0 Corporate Outcomes


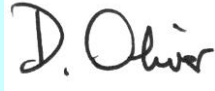
11.1 The relevant Corporate Outcomes are:

- Good value for money
- Effective management

## 12.0 Recommendation

12.1 Members are asked to approve the Terms of Reference of the Budget Working Group.

*(Reason – to enable the financial impact on the Council of Covid-19 to be assessed)*

<b>Legal</b>	Power:				
	Other considerations:	None			
<b>Background Papers:</b> Budget & Medium Term Financial Strategy Reports to Council on 2 <sup>nd</sup> March 2020					
<b>Person Originating Report:</b>		Glenn Hammons – Executive Director (Resources & Commercial) 01832 742120 ghammons@east-northamptonshire.gov.uk			
<b>Date:</b> 20 May 2020					
<b>CFO</b> 19/05/20		<b>MO</b>		<b>CX</b> 19/05/20	

(Committee Report Normal Rev. 22)

## **1.0 Purpose**

- 1.1 This Working Group has been created to monitor and investigate specific areas of the Council's budget as required.
- 1.2 The Working Group will be councillor led but will include key officers tasked with providing information. It will provide a forum for discussion and distillation of options and approaches and for ensuring the responses are compiled in a timely manner.
- 1.3 The Working Group has no statutory role and has no formal decision making powers. It will make recommendations to Finance and Performance Sub-Committee.

## **2.0 Membership**

- 2.1 The Working Group will comprise of three councillors drawn from the Finance and Performance Sub Committee and will consist of the Leader, the Deputy Leader and one other councillor.
- 2.2 It will be advised by the Chief Finance Officer, Head of Resources and Finance Manager, together with other officers as appropriate.
- 2.2 The Working Group will be serviced by East Northamptonshire Council.

## **3.0 Meetings**

- 3.1 Working Group meetings will take place when required. The business of the meeting shall be set out in an agenda and notified to members of the Working Group five days in advance of the date of the meeting. At least two members of the Working Group will need to be present for the meeting to be quorate.
- 3.2 The Working Party will chaired by the Leader, with the Deputy Leader acting as Vice Chair.
- 3.3 Items for inclusion on the agenda will be agreed with the Chair and should be submitted for consideration at least 7 days prior to the date of the meeting.
- 3.4 The minutes of the previous meeting shall be submitted for agreement at the start of every meeting.
- 3.5 In order to provide for free and frank discussions, reports and minutes will be confidential to the Working Group until otherwise agreed by the Working Group.

## **4.0 Members' Responsibilities**

- 4.1 Councillors and officers must declare at the start of any meeting an interest in any matter for discussion in which they have a personal interest or involvement.

## **5.0 Voting**

- 5.1 The Working Group will work towards securing mutual agreement on all aspects for consideration, but should a vote be necessary each Councillor will have a single vote and decisions will be made on the show of hands. In the event of a tie in the number of votes, the Chair will have a second, or casting, vote.

## **6.0 Variation of the Terms of Reference**

- 6.1 These Terms of Reference may be altered by vote at Finance and Performance Sub-Committee.