



## Finance and Performance Sub Committee

Minutes of a Virtual Meeting held on Tuesday 26 May 2020 at 1.30pm

**Present:** Councillors: Steven North (Chairman)  
David Brackenbury  
Glenvil Greenwood-Smith  
David Jenney  
Richard Lewis

Officers: David Oliver Chief Executive  
Glenn Hammons S151 Officer and Executive Director  
Kelvin Turner Interim Head of Resources  
Katherine Hayward Finance Manager  
Rob Scott ICT Business Support Manager

### 1.0 CONFIRMATION OF THE CHAIRMAN

#### 1.1 **RESOLVED:**

That Councillor Steven North be confirmed as Chairman of the Sub-Committee for 2020/21.

### 2.0 CONFIRMATION OF THE VICE CHAIRMAN

#### 2.1 **RESOLVED:**

That Councillor Richard Lewis be confirmed as Vice Chairman of the Sub-Committee for 2020/21.

### 3.0 APOLOGIES FOR ABSENCE

3.1 Apologies for absence were received from Councillor Roger Glithero.

### 4.0 MINUTES

4.1 The minutes of the meeting held on 06 May 2020 were approved as a correct record.

## **5.0 DECLARATIONS OF INTEREST**

5.1 No declarations of interest were made.

## **6.0 QUESTIONS FROM MEMBERS**

6.1 There were no questions received from members.

## **7.0 BUDGET WORKING GROUP**

7.1 The Chief Finance Officer presented a report which sought Members' approval of the Terms of Reference for the Budget Working Group.

7.2 The Budget Working Group had been set up by the Sub-Committee in December 2019 for the purpose of reviewing the draft Budget 2020/21 and Medium Term Financial Strategy. It was the intention for the Budget Working Group to remain in existence to review any specific financial issues arising during the 2020/21 financial year.

7.3 Covid-19 was having an impact on the Council's financial position and the Working Group was 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.

### **RESOLVED:**

That the Terms of Reference for the Budget Working Group be approved, as set out in Appendix 1 of these minutes.

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

## **8.0 EXCLUSION OF PUBLIC AND PRESS**

### **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following item of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

## **9.0 ICT DEVELOPMENT POOL SCHEME**

9.1 The Interim Head of Resources presented a report which sought authorisation for the funding needed to deliver the replacement of the ICT Network Provision Contract.

### **RESOLVED:**

- (i) To approve Option 3, as outlined in the report, to award a new contract to MLL/ Eastnet to provide the Council's ICT Network Provision Contract in accordance with the procurement framework used by Northamptonshire County Council in 2018; and

- (ii) To approve the movement of ICT capital funding totalling £39,815 from the Development Pool into the Capital Programme.

*(Reason: To deliver the replacement of the Council's ICT Network Provision Contract.)*

**Chairman**

## **Terms of Reference Budget Working Group**

### **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.