

Proposed Draft Terms of Reference - Budget Scrutiny Review Panel

1. Composition and Role

The Budget Scrutiny Review Panel comprises 8 County Councillors (4 Conservative, 2 Labour, 1 Lib Dem and 1 Independent).

2. Role of the Review Panel

The role of the Review Panel would be to:

- Provide further support to the overall budget monitoring process
- Consider and formulate recommendations on Cabinet budget proposals
- Monitor progress of agreed budget savings

The Review Panel in exercising this function contributes to a robust budget scrutiny process, and supports effective monitoring of the county council's budget.

The Budget Scrutiny Review Panel role is not to lead on the management of the budget or to set a budget, but to provide support as a 'critical friend'.

The Budget Scrutiny Review Panel reports to the Internal Scrutiny Committee.

3. Frequency of Meetings

Meetings to be held monthly between September and January with additional potential meetings in April and July.

4. Functions of the Review Panel

- a) To review and scrutinise Cabinet's budget proposals
- b) To request any Councillor, an Executive Director or a senior officer nominated by him/her to attend any meeting of the Committee to answer questions and discuss issues
- c) To make recommendations in respect of those budget proposals
- d) To receive regular budget updates/monitoring reports as appropriate
- e) To engage with the relevant Portfolio Holder and officers on any financial issues arising from updates / monitoring reports
- f) To make any recommendations arising from discussions with the relevant Portfolio Holder and officers in respect of any financial issues
- g) To refer to the relevant scrutiny committee any issues arising for further consideration
- h) To receive and consider responses from Cabinet in relation to the Review Panel's recommendations
- i) To receive updates on the progress of agreed budget savings
- j) To engage with the relevant Portfolio Holder and officers on issues arising from reviews of agreed budget savings
- k) To provide quarterly update reports to Internal Scrutiny Committee
- l) To support and review potential options for self-sufficiency/commercialisation