

# SCRUTINY: FINANCE REVIEW GROUP (FRG)

## Work Programme - Municipal Year 2014/2015

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**Meeting Date:** 20/11/14    **Time:** 6.00 p.m.    **Venue:** C/ Room 3

**Reminder:** 24/10/14    **Titles:** 31/10/14    **Submission:** 07/11/14    **Despatch:** 11/11/14

**Democracy and Scrutiny Officer:** Bert Siong/ Matt Hussey

| Agenda item  | Report Author and format                      |
|--|---|
| <b>Chair's Updates</b> (Standing item)   | Oral Report                                   |
| <b>Active Luton</b>  | H. Barnett<br>Written Report                  |
| <b>Luton Rights</b>  | Rumi Choudhury                                |
| <b>Business Transformation Updates</b> (Standing item)   | R. Porter<br>Written Report                   |
| <b>Finance Updates</b> (Standing item)   | D. Kempson/ Tracy Stone                       |
| <b>Work Programme</b> (Standing item)  | Democracy and Scrutiny Officer<br>Oral report |
| <b>Dates of Future Meetings</b> (Standing item) <ul style="list-style-type: none"><li>• 11<sup>th</sup> December 2014</li><li>• 28<sup>th</sup> January 2015</li><li>• 12<sup>th</sup> March 2015</li><li>• 28<sup>th</sup> April 2015</li></ul> | Democracy and Scrutiny Officer                |
| <b>Notes:</b> Entries in the tables for each meeting are tentative only and will be finalised following the previous meeting in the programme, to take account of FRG resolutions.   |   |

# SCRUTINY: FINANCE REVIEW GROUP (FRG)

## Work Programme - Municipal Year 2014/2015

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**Meeting Date:** 11/12/14    **Time:** 6.00 p.m.    **Venue:** C/ Room 3

**Reminder:** 14/11/14    **Titles:** 21/11/14    **Submission:** 28/11/14    **Despatch:** 02/12/14

**Democracy and Scrutiny Officer:** Bert Siong/ Matt Hussey

| Agenda item  | Report Author and format                      |
|--|---|
| <b>Chair's Updates</b> (Standing item)   | Oral Report                                   |
| <b>Budget Monitoring and Management</b>  | D. Kempson/T. Stone<br>Written Report         |
| <b>Property Investment Performance</b>   | R. Morgan<br>Written Report                   |
| <b>Capital Programme (Asset Disposal Programme and Improving the Council's Return on its Investment Portfolio)</b>   | R. Morgan<br>Written Report                   |
| <b>Business Transformation Updates</b> (Standing item)   | R. Porter<br>Written Report                   |
| <b>Finance Updates</b> (Standing item)   | D. Kempson/ Tracy Stone                       |
| <b>Council Reserves</b>  | D. Kempson/T. Stone<br>Written Report         |
| <b>Budget Assumptions</b>  | D. Kempson                                    |
| <b>Health Integration</b>  | Robin Porter                                  |
| <b>Work Programme</b> (Standing item)  | Democracy and Scrutiny Officer<br>Oral report |
| <b>Dates of Future Meetings</b> (Standing item) <ul style="list-style-type: none"><li>• 28<sup>th</sup> January 2015</li><li>• 12<sup>th</sup> March 2015</li><li>• 28<sup>th</sup> April 2015</li></ul> | Democracy and Scrutiny Officer                |
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# SCRUTINY: FINANCE REVIEW GROUP (FRG)

## Work Programme - Municipal Year 2014/2015

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**Meeting Date:** 28/01/15    **Time:** 6.00 p.m.    **Venue:** C/ Room 3

**Reminder:** 23/12/14    **Titles:** 08/01/15    **Submission:** 15/01/15    **Despatch:** 19/01/15

**Democracy and Scrutiny Officer:** Bert Siong/ Matt Hussey

| Agenda item  | Report Author and format                      |
|--|---|
| <b>Chair's Updates</b> (Standing item)   | Oral Report                                   |
| <b>Delivery of 2015/16 Savings Proposals</b>   | D. Kempson/T. Stone<br>Written Report         |
| <b>Delivery of 2016/17 Savings Proposals</b>   | D. Kempson/T. Stone<br>Written Report         |
| <b>Minimum Reserves</b>  | D. Kempson/T. Stone<br>Written Report         |
| <b>Spending Review</b>   | D. Kempson/T. Stone<br>Written Report         |
| <b>Trading</b>   | Robin Porter                                  |
| <b>Business Transformation Updates</b> (Standing item)   | R. Porter<br>Written Report                   |
| <b>Finance Updates</b> (Standing item)   | D. Kempson/ Tracy Stone                       |
| <b>Work Programme</b> (Standing item)  | Democracy and Scrutiny Officer<br>Oral report |
| <b>Dates of Future Meetings</b> (Standing item) <ul style="list-style-type: none"><li>• 12<sup>th</sup> March 2015</li><li>• 28<sup>th</sup> April 2015</li></ul>                  | Democracy and Scrutiny Officer                |
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# SCRUTINY: FINANCE REVIEW GROUP (FRG)

## Work Programme - Municipal Year 2014/2015

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**Meeting Date:** 12/03/15    **Time:** 6.00 p.m.    **Venue:** C/ Room 3

**Reminder:** 13/ 02/15    **Titles:** 20/02/15    **Submission:** 27/02/15    **Despatch:** 03/02/15

**Democracy and Scrutiny Officer:** Bert Siong/ Matt Hussey

| Agenda item  | Report Author and format                      |
|--|---|
| <b>Chair's Updates</b> (Standing item)   | Oral Report                                   |
| <b>Business Transformation Updates</b> (Standing item)   | R. Porter<br>Written Report                   |
| <b>Finance Updates</b> (Standing item)   | D. Kempson/ Tracy Stone                       |
| <b>Channel Shift</b>   | R. Porter<br>Written Report                   |
| <b>Business Growth/Driving Business Rates</b>  | R. Porter<br>Written Report                   |
| <b>Work Programme</b> (Standing item)  | Democracy and Scrutiny Officer<br>Oral report |
| <b>Dates of Future Meetings</b> (Standing item) <ul style="list-style-type: none"><li>• 28<sup>th</sup> April 2015</li></ul>   | Democracy and Scrutiny Officer                |
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# SCRUTINY: FINANCE REVIEW GROUP (FRG)

## Work Programme - Municipal Year 2014/2015

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**Meeting Date:** 28/04/15    **Time:** 6.00 p.m.    **Venue:** C/ Room 2

**Reminder:** 01/04/15    **Titles:** 08/04/15    **Submission:** 15/04/15    **Despatch:** 17/04/15

**Democracy and Scrutiny Officer:** Bert Siong/ Matt Hussey

| Agenda item  | Report Author and format                      |
|--|---|
| <b>Chair's Updates</b> (Standing item)   | Oral Report                                   |
| <b>Overarching Impact of Financial Measures/Cuts undertaken by the Council in 2014/15 to Citizens</b>  | S. Legate/R. Porter<br>Written Report         |
| <b>Business Transformation Updates</b> (Standing item)   | R. Porter<br>Written Report                   |
| <b>Finance Updates</b> (Standing item)   | D. Kempson/ Tracy Stone                       |
| <b>Work Programme</b> (Standing item)  | Democracy and Scrutiny Officer<br>Oral report |
| <b>Dates of Future Meetings</b> (Standing item)  | Democracy and Scrutiny Officer                |
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# **SCRUTINY: FINANCE REVIEW GROUP (FRG)**

## **Work Programme - Municipal Year 2014/2015**

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### **FINANCE AND BUDGET**

#### **OVERVIEW AND SCRUTINY PROTOCOL**

##### **1. PURPOSE**

1.1 This protocol offers guidance to Members about the agreement between the Overview and Scrutiny Board and the Executive, relating to the basis on which the Overview and Scrutiny of the Council's finances and budget will be conducted.

1.2 Practical procedural guidance is provided in the Overview and Scrutiny Guide.

##### **2. OBJECTIVES**

2.1 To set out the rules by which the Executive authorises the release of relevant sensitive financial/ budget information, to enable the effective overview and scrutiny of the Council's finances and the budget to take place.

##### **3. GENERAL PRINCIPLES**

Overview and Scrutiny of the Council's finances and budget:

- Is the responsibility of the Overview and Scrutiny Board's Finance Review Group;
- Is enabled, as the Finance Review Group is trusted to deal with sensitive financial/ budget information in confidence;
- Is undertaken in public, except when considering confidential information, which is in private;
- Goes beyond numbers, helping to enhance the Council's decision-making process, when choosing its spending priorities to set its annual budget;
- Helps improve transparency and accountability, so that local decision-makers can be held to account for their decisions;
- Enables the public to be informed, consulted and involved in local challenges and financial decisions, ensuring decisions are in the best interests of the community;
- Is a year long process that is critical, but constructive, focused on strategic issues and evidence-based outcomes, leaving detailed financial management to the finance professionals;
- Is never an opposition tool, or about suggesting an alternative budget, accepting that party political debates and challenges are reserved for Full Council.

##### **4. CONFIDENTIALITY RULES**

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4.1 Subject to the rules about exempt information set out in schedule 12A of the Local Government Act 1972 (S.O 50 refers):

- The Executive authorises the release to the Finance Review Group, of confidential information relating to the Council's finances and the budget, including proposals for savings/ growths and options for service changes and their implications, to the extent that it is available, at the earliest opportunity;
- The Finance Review Group agrees to consider confidential information released under this protocol 'in private';
- Members of the Finance Review Group agree to treat sensitive information released under this protocol as confidential, to inform the Group's work, and not to be put in the public domain until proposals are confirmed.