



## Appendix 1

### MEMBERSHIP 2011/12

Councillor Jagtar Dhindsa (Chair)  
Councillor Tony Poole (Vice-Chair)  
Councillors Shirena Counter, George Derbyshire, Sue Greenslade, Rabi Martins,  
Malcolm Meerabux, Steve Rackett, Mark Watkin

# Budget Panel Work Programme 2011/12

## **BUDGET PANEL – PROGRAMME OF WORK 2011/12**

### **INTRODUCTION**

The work programme of the Budget Panel is a live document which will be managed throughout the year. Items may be added or deleted as the year progresses at the discretion of the Panel.

The Panel's work programme is based on:

- i. Reviewing spending priorities.
- ii. Value for money
- iii. Budget proposals and fees and charges
- iv. Examination of the Medium Term Financial Plan

### **HOW DO I RAISE AN ISSUE?**

If you would like to raise an issue with the Budget Panel, please contact

Sandra Hancock, Committee and Scrutiny Officer

Telephone: 01923 278377

Email: [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk)

<b>Meeting 1 – 22 June 2011</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Committee Membership <i>(Committee and Scrutiny Officer)</i>	Update on membership of the Budget Panel		Verbal update	Councillor Meerabux replaced Councillor Mortimer on a permanent basis. Councillor Jeffree replaced Councillor Watkin for the meeting
Election of Vice-Chair <i>(Committee and Scrutiny Officer)</i>	To elect a Vice-Chair for the Panel		None	Councillor Poole was elected Vice-Chair
Corporate Process Improvement Programme <i>(Corporate Projects Section Head)</i>	To seek Budget Panel's views of the process put in place to identify further efficiency savings whilst either maintaining or improving current levels of service delivery.		Report	Members discussed the report. A further update to be provided to the Panel later in the year.
Value for Money – Harlow Study <i>(Head of Strategic Finance)</i>	To consider what conclusions should be drawn from the exercise.			Members discussed the findings of the Study. Information regarding the Council Tax for Watford, Stevenage and Harlow was requested. Information about the grass pitches and parks in the Borough was requested.
Value for Money – Housing Review <i>(Housing Section Head)</i>	To receive the report to Cabinet.			Members noted the report which had been presented to Cabinet. It was agreed that the report on Phase 2 would be considered before it was presented to Cabinet.
Work Programme <i>(Committee and Scrutiny Officer / Head of Strategic Finance)</i>	To agree the rolling work programme		Report and draft work programme	The draft work programme was agreed.

<b>Meeting 2 – 20 September 2011</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Training – Understanding Budgets				
Finance Outturn for 2010/11 ( <i>Head of Strategic Finance</i> )	Consideration of the Revenue and Capital outturn for 2010/11/		Report	The Panel discussed the report.
Finance Digest ( <i>Head of Strategic Finance</i> )	Review the Revenue and Capital budget forecast outturn for 2011/12 as at Period 4 (Period 5 is likely to be circulated prior to the meeting).		Report	The Panel discussed the report.
Medium Term Financial Strategy ( <i>Head of Strategic Finance</i> )	Consider the Medium Term Financial Strategy as reported to Cabinet in July.		Report	The Panel discussed the report.
Cost of Consultants/ Agency ( <i>Head of Strategic Finance</i> )	Information on the costs of Consultants/ Agency for 2010/2011 and first 4 months of 2011/2012 following a request at the meeting on 22 June 2011.		Report	The Panel discussed the report.
Work Programme ( <i>Committee and Scrutiny Officer</i> )	Update on the Panel's work programme.		Report and revised work programme	The Work Programme was agreed.

<b>Meeting 3 – 25 October 2011</b> <i>Committee Room / 7.00 pm.</i>				
<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Housing Value for Money Review – Phase 2 ( <i>Head of Community Services</i> )	To consider Phase 2 of the review and to forward any comments to Cabinet	To determine whether Year 2 efficiency savings will be achieved	Report	
Local Government Resource Review: Business Rates Retention Consultation ( <i>Head of Strategic Finance</i> )	To inform the Panel of the changes to the financing of local government.		Report	
Service prioritisation Review ( <i>Head of Strategic Finance</i> )	To monitor the service prioritisation efficiency savings for 2011/12.	To determine whether the budget for 2011/2012 will be achieved	Report	
Finance Digest/ Budget Monitor at half year (Period 6) ( <i>Head of Strategic Finance</i> )	Is the Council on target to meet budget expectations or is an overspend/ under spend being forecast	Budget Panel may wish to recommend corrective action	Report	
Income Policy ( <i>Head of Strategic Finance</i> )	To review the income policy and consider any increases to fees and charges for 2012/13.		Report	

**Meeting 4 – 29 November 2011***Committee Room / 7.00 pm.*

<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Consideration of the 'Roadmap' for the future shape of the Council <i>(Managing Director)</i>	This report will be looking ahead beyond 2012/2013 and will be essential for any true medium term planning.	To consider the shape of a future Council.	Report	
Corporate Process Improvement Programme – Progress Update <i>(Partnerships and Performance Section Head)</i>	This report will update the Panel on the Corporate Process Improvement Programme		Report	
Housing Value for Money Phase 2 <i>(Head of Community Services)</i>	Further report following on from the previous meeting.		Report	
Review of Trade Refuse Account <i>(Heads of Strategic Finance/ Environment Services )</i>	Consideration of trading position	Whether the In House provision of the service is sustainable	Report	
Review of CPZ <i>(Head of Strategic Finance/Head of Planning)</i>	Reference from Cabinet to consider the ongoing balance of the reserve.	Whether the continuous freezing of charges/ permits is sustainable	Report	
Finance Digest: Period 7 <i>(Head of Strategic Finance)</i>	To review the latest Finance Digest.		Report	

**Meeting 5 – 11 January 2012***Committee Room / 7.00 pm.*

<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Review of CPZ ( <i>Head of Strategic Finance/Head of Planning</i> )	Further report following on from the previous meeting.		Report	
Draft Revenue and Capital Estimates for 2012/2015 ( <i>Head of Strategic Finance</i> )	To consider medium term financial strategy, revenue and capital estimates, fees and charges schedule, use of reserves and level of council tax. All recommendations to be referred to Cabinet.	Cabinet will closely consider Budget Panel recommendations.	Report	
Finance Digest at Period 8 (end of November) ( <i>Head of Strategic Finance</i> )	Will provide a context with which to consider detailed estimates	Will confirm MTFS is on target.	Report	

**Meeting 6 – 8 February 2012***Committee Room / 7.00 pm.*

<b>AGENDA ITEM AND REPORT PROVIDER</b>	<b>REASONS FOR INCLUSION ON AGENDA</b>	<b>EXPECTED OUTCOMES</b>	<b>REQUIREMENTS</b>	<b>FOLLOW UP / PROGRESS</b>
Finance Digest: Period 9 ( <i>Head of Strategic Finance</i> )	To review the latest Finance Digest		Report	
Work Programme Review and Annual Report ( <i>Committee and Scrutiny Officer</i> )	To review the work carried out throughout the year and suggest comments for inclusion in the Annual report.		Report and updated work programme	