



## MEMBERSHIP 2011/12

Councillor Jagtar Dhindsa (Chair)  
Vice-Chair to be elected at first meeting  
Councillors Shirena Counter, George Derbyshire, Sue Greenslade, Rabi Martins,  
Malcolm Meerabux, Tony Poole, 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 (Committee and Scrutiny Officer)	Update on membership of the Budget Panel		Verbal update	
Election of Vice-Chair (Committee and Scrutiny Officer)	To elect a Vice-Chair for the Panel			
Corporate Process Improvement Programme (Corporate Projects Section Head)	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	
Value for Money – Housing Review (Housing Section Head)	To receive the report to Cabinet.			
Value for Money – Harlow Study (Head of Strategic Finance)	To consider what conclusions should be drawn from the exercise.			
Work Programme (Committee and Scrutiny Officer / Head of Strategic Finance)	To agree the rolling work programme		Report and draft work programme	

<b>Meeting 2 – 18 July 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				
Service Prioritisation Review (Head of Strategic Finance)	To monitor the service priorities efficiency savings for 2011/2012		Report	
Finance Digest (Head of Strategic Finance)	To review the Revenue and Capital Budget forecast out turn for 2011/12 as at Month 3			
Medium Term Financial Strategy (Head of Strategic Finance)	To be reviewed in the light of the 2010/2011 Final Accounts			
Finance Outturn for 2010/11 (Head of Strategic Finance)	Comparison of Final Accounts with the Finance Digest monitoring processes			
Review of CPZ (Head of Strategic Finance/ Planning and Development)	A reference from Cabinet to consider the ongoing balance of the Reserve			
Work Programme (Committee and Scrutiny Officer)	Monitor the rolling work programme and amend as required		Report and latest work programme	

<b>Meeting 3 – 27 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>

<b>Meeting 4 – 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>
Draft budget 2012/13 (Head of Strategic Finance)	To consider the draft budget and forward any comments to Cabinet			
Fees and Charges 2012/13 (Head of Strategic Finance)	To consider the proposed fees and charges for 2012/12			

<b>Meeting 5 – 29 November 2011</b> <i>Committee Room / 7.00 pm.</i>				
AGENDA ITEM AND REPORT PROVIDER	REASONS FOR INCLUSION ON AGENDA	EXPECTED OUTCOMES	REQUIREMENTS	FOLLOW UP / PROGRESS

<b>Meeting 6 – 11 January 2012</b> <i>Committee Room / 7.00 pm.</i>				
AGENDA ITEM AND REPORT PROVIDER	REASONS FOR INCLUSION ON AGENDA	EXPECTED OUTCOMES	REQUIREMENTS	FOLLOW UP / PROGRESS

<b>Meeting 7 – 8 February 2012</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>