



**BUDGET SCRUTINY PANEL**

This meeting will be recorded and the sound recording subsequently made available via the Council's website: [charnwood.gov.uk/pages/committees](https://www.charnwood.gov.uk/pages/committees)

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To: Councillors Miah, Parsons, Seaton, Charles (Chair) and Popley (For attention)

All other members of the Council  
(For information)

You are requested to attend the meeting of the Budget Scrutiny Panel to be held in Committee Room 2, at the Council Offices, Southfields, Loughborough on Monday, 31st October 2022 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

21st October 2022

**AGENDA**

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING  
  
There are no minutes to approve.
3. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

For information, disclosable pecuniary interests and registrable interests relate to

entries that are included, or should be included, on a councillor's register of interests. Non-registrable interests relate to any other matters.

4. DECLARATIONS - THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.17

No questions were submitted.

6. DRAFT TERMS OF REFERENCE AND MEETINGS PLAN

4 - 5

To approve the draft Terms of Reference for the panel and to decide on agenda items for future meetings of the panel.

7. FINANCIAL POSITION OF THE COUNCIL

To enable discussion on the financial position of the Council.

8. APPROACH TO 2023/24 BUDGET SETTING

To enable discussion with the Cabinet Lead Member for Finance and Property Services on the approach taken to budget setting.



## **Budget Scrutiny Panel 2022/23**

### **Terms of Reference**

#### **Membership 2022/23**

Chair – Councillor Mark Charles  
Vice-Chair – Councillor Robin Popley  
Councillor Geoff Parsons  
Councillor Brenda Seaton  
Councillor Jewel Miah

As per section 11.2(a) of the Constitution, the size of the panel will be no more than 6 members.

#### **Officer attendees**

Simon Jackson – Director: Finance, Governance and Contracts (DCX & S151)  
Lesley Tansey (Head of Finance)  
Sally Watson (DSO & Clerk)

Other officers invited as required/requested by the panel.

#### **Lead Member**

Councillor Tom Barkley (Deputy Leader of the Council, Finance and Property Services)

Other Lead Members invited as required/requested by the panel.

#### **Overview and Responsibilities**

The Scrutiny Commission is asked on an annual basis to commission a Budget Scrutiny Panel. The Budget Scrutiny Panel is required to undertake scrutiny of the Council's draft budgets. Items on the agenda will be decided by officers and members of the panel. The Budget Scrutiny Panel will also scrutinise the draft Capital Plan every two years.

#### **Frequency of Meetings**

Typically, Budget Scrutiny Panels run on an annual basis, with three meetings per year. These meetings will be held between September-January. Members may request additional meetings if there is a requirement. The final meeting of the panel must take place in early January each year. This is to ensure that the Scrutiny Commission and the Cabinet can approve the Budget Scrutiny Panel report and recommendations before budgets are agreed at Full Council in February.

## **Notice of and invitations to meetings**

At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Panel and will be published on the Council's website. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

## **Minutes**

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

The minutes will be published as draft minutes on the Council's website 10 working days after the meeting.