

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.