

EDUCATION AND SKILLS PERFORMANCE & FINANCE SUB-GROUP

TERMS OF REFERENCE

Purpose

To carry out detailed scrutiny of in-year budgets, performance and costs of the services within the remit of the Education and Skills Board, and identify options for budget savings and performance improvement.

Membership of the Group

Membership to be drawn from the Education and Skills Board, with the option to appoint Members from other boards where appropriate.

Roles/Functions

- To work with Finance officers to develop a good understanding of the budgets within the Board's remit and identify any further information which might be required.
- To carry out detailed scrutiny of in-year service performance and budgets (including fees and charges).
- To brief the Board, the Leader and Cabinet Members on emerging areas of risk or opportunity as appropriate, and to identify areas requiring further scrutiny.
- To lead the discussion when the issues are discussed by the full Board following publication of the draft Medium Term Financial Plan in November 2015, ensuring that other Members have a good understanding and can make informed decisions.

Frequency of Meetings and Chairing Arrangements

The sub-group will meet on a monthly basis and provide quarterly updates to the Education and Skills Board. The meetings will be held in private, and Members will be bound by the Code of Conduct to ensure that information discussed remains confidential.

The sub-group will determine its own chairing arrangements.

Officer Support

Officer support will be provided by Democratic Services and the Finance Service. Other officers from services will be called upon as appropriate.

All reasonable requests for information by the sub-group will be met by officers in a full and timely manner.

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