

## **SELECT COMMITTEE PERFORMANCE & FINANCE SUB-GROUPS**

### **TERMS OF REFERENCE**

#### **Purpose**

To carry out detailed scrutiny of budgets, performance and costs of the services within the remit of each Select Committee, and identify a range of evidence-based options for budget savings and performance improvement.

#### **Membership of the Group**

Membership to be drawn from the parent Select Committee, with the option to appoint Members from other committees where appropriate.

The core membership to be as follows:

- Three Conservative Members
- Two minority group Members (from more than one political party)
- Chairman of the Council Overview & Scrutiny Committee (ex officio)

#### **Roles/Functions**

- To work with Finance officers to develop a good understanding of the budgets within the committee's remit and identify any further information which might be required.
- To carry out detailed scrutiny of current service performance and budgets (including fees and charges): each sub-group to determine whether it wishes to focus on all services within its remit or on specific areas of concern or opportunity.
- To identify a range of evidence-based options for reducing costs of service delivery, generating income and improving performance: if appropriate, this could include options which initially appear challenging or potentially unpopular, either for the public or politically.
- To brief the Leader and Cabinet Members on emerging options as appropriate.
- To lead the discussion when the issues are discussed by the full Committee at a workshop session, ensuring that other Members have a good understanding and can make informed decisions.

#### **Frequency of Meetings and Chairing Arrangements**

The sub-groups will meet between September and November 2014 and will determine their own meeting frequency and working arrangements. 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-groups will determine their own chairing arrangements.

### **Officer Support**

Officer support will be provided by each Committee's Finance lead and by Democratic Services. Other officers from services will be called upon as appropriate. Kevin Kilburn (Deputy Chief Finance Officer) will maintain an overview on behalf of the Finance Service.

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