

RESOURCE PLANNING WORKING GROUP

MINUTES OF MEETING HELD ON 19 JUNE 2008

Present: Councillors A Holliday (Chairman); D Moore; A Norwood; P Watson; J Williams; E Woodburn

Apologies for absence were received from P Connolly

Officers: L Murphy, Chief Executive; G Ayling, Interim Head of Finance and Business Development; P Robson, Interim Deputy S 151 Officer; D James Member Services Officer

Minutes

Minutes of meeting held on 9 April 2008 were signed by the Chairman as a correct record.

RP 46 Appointment of Deputy Chairman 2008-09

It was moved, duly seconded and

RESOLVED – that Councillor Miss E Woodburn be appointed Deputy Chairman for the municipal year.

RP 47 Review of Terms of Reference of Group

Consideration was given to proposed revised terms of reference for the Working Group.

RESOLVED – That Council be recommended that

Resource Planning Working Group (RPWG) Terms of Reference 2007/08

PURPOSE

The main purpose of the resource planning working group is to advise the Executive of matters to be included in the Council's 3 year Revenue Budget in a timely manner to enable Executive to present a balanced budget to Council each year in February.

It is not the purpose of the RPWG to formulate policy although its work will be used to influence and shape policy decisions thorough ensuring that a robust cost benefit analysis has been applied by officers to various policy options under consideration.

TERMS of REFERENCE

The resource planning working group (RPWG) is a duly constituted committee of the council and hence it has the authority to make recommendations to Executive to ensure that:

- objectives and key targets, as set out in the Corporate Plan, clearly reflect Council's strategic policies and priorities in order to avoid any ambiguity for resource allocation purposes;
- resources are re-directed and budgets re-aligned at Corporate Team level on a regular basis to ensure that Council's key objectives and priorities are delivered as set out in the Corporate Plan;
- robust unit cost information is made available from officers to inform decision making and carry out high level inter and intra authority comparisons for benchmarking purposes and act as a trigger for further investigation by officers;
- service plans are linked to the corporate plan and medium term financial strategy (MTFS);
- the MTFS is regularly reviewed and updated to take account of the latest information with regards to agreed changes in policy and anticipate emerging pressures from external factors that impinge on the strategy;
- strategic business risks are identified, quantified and recorded in the corporate risk register for monitoring and control purposes;
- efficiency savings are backed by robust plans and are properly quantified and measured for informing decision making and reporting performance;
- resource planning takes account of the outcomes of consultation exercises and partnership working;
- VFM (value for money) is at the heart of resource planning.

The RPWG is to take a planned approach to its work and timetable its programme of works.

be approved.

RP 48 Provisional Out-turn 2007/2008

Members received and noted a verbal update on the provisional outturn for 2007/08, it was noted that this would be considered more fully at a future meeting of the Group.

RP 49 **Efficiency Savings 2009/2010 and 2010/2011**

Members received and noted a verbal update on the Efficiency Savings 2009/2010 and 2010/2011, it was noted that this would be considered more fully at a future meeting of the Group.

RP 50 **Government Settlement ABG Grant**

Members received and noted a verbal update on the Government Settlement ABG Grant, it was noted that this would be considered more fully at a future meeting of the Group.

RP 51 **Finance Forum**

Members received an update on the activities of the Finance Forum. It was felt that there was no clear direction for the group and it was agreed that terms of reference should be considered to address this.

RESOLVED – That a report be submitted to a future meeting of the group on proposal for the future of the group.

The meeting closed at 1.15 pm

Chairman

