

Draft

Finance/Budget Scrutiny Working Group - Scope and terms of reference

Working Group - 6 or 8 Members of JOSC (Cross Party)

Format - Working Group - Non public meeting.

Objective

To support the Adur and Worthing Joint Overview and Scrutiny Committee in scrutinising the Budget and Financial planning process. Within this to take a lead role in building consensus and making recommendations which take account of the financial context and the obligations and ambitions of the Councils.

Terms of Reference

- To receive and consider information and advice from Officers and Cabinet Members and any other relevant stakeholders as appropriate relating to the revenue budget setting process and the detailed information from services. This will help confirm and shape any comments and recommendations. In doing so, consider the associated pressures and opportunities, using those to inform recommendations to the Joint Overview and Scrutiny Committee;
- To receive and consider information and advice from Officers across a range of financial levers - including Council Tax, fees and charges etc - available to the Councils, using these to inform recommendations to the Joint Overview and Scrutiny Committee;
- To consider the Financial Strategy and Revenue Budget Outturn reports and also the quarterly budget monitoring reports and to report back to the Joint Overview and Scrutiny Committee with findings and recommendations as considered appropriate;
- To consider the Adur and Worthing Cabinets and Joint Budget proposals for 25/26;
- To agree a draft report that comments on the budget proposals for submission to the Joint Overview and Scrutiny Committee for subsequent ratification and submission to the Cabinets/Joint Strategic Committee.

Meeting frequency: A suggested timetable for meetings and topics is appended.

Meeting Dates to be proposed to JOSC/Members of the Working Group –

Meeting 1 - August/September 2024 - Guidelines, Terms of Reference, Outcomes Review and discussion of the financial position in relation to national, local and specific financial

contexts. Consideration of the Financial Strategy and Revenue Budget outturn Monitoring reports and provision of comments and recommendations to the Joint Strategic Committee/Cabinets if appropriate.

Meeting 2 - September 2024 - Q1 Revenue Budget monitoring report.

Meeting 3 - Mid to late October 2024 - To receive information on the current budget position and MTFP position. Interviews with Cabinet Members, Chief Executive, Directors and Assistant Directors as appropriate.

Meeting 4 - Mid December 2024 - To consider any issues emerging from the initial budget savings and forecast reports being presented to the JSC in December 2024 and what will be reported to JOSOC.

Q2 - Revenue Budget monitoring.

Meeting 5 - Early January 2025 - Working Group meeting to finalise report and final agreement on report and recommendations to be presented to JOSOC and consideration of any further work commissioned.

JOSOC meeting on 28 January 2025 - Working Group report to be presented to the JOSOC meeting alongside the final Budget and savings proposals report which JOSOC will receive.

Meeting 6 - March 2025 - Q3 - Revenue Budget monitoring reports.