



Buckinghamshire County Council

Agenda

OVERVIEW & SCRUTINY COMMITTEE FOR PERFORMANCE AND RESOURCES

Date Tuesday 6 November 2007
Time 11.30 am
Venue Large Dining Room, Judges Lodgings

- | | | | |
|----------|--|--------------|---------------|
| 1 | APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP | 11.30 | |
| 2 | DECLARATIONS OF INTEREST
To declare any personal and prejudicial interests | 11.35 | |
| 3 | MINUTES
of the meeting held on Friday 5 October 2007 to be confirmed as a correct record | | 1 - 2 |
| 4 | MEDIUM TERM PLAN REVIEW
Purpose:
For members to review the relationship between the priority setting and financial planning processes within the Medium Term Planning (MTP) framework.

Context:
At its last meeting, members agreed the scope for the review of the Medium Term Planning process. This includes a review of previous years' performance to inform the current programme.

Prior to the meeting, contributors have been circulated a range of questions to assist their preparation.

Contributors:
Ian Trenholm
Frank Downes
Mark Preston

Reports:
Medium Term Planning Review Scope
Financial & Performance Data for 05/06 and 06/07
Questions for Contributors | 11.40 | 3 - 12 |
| 5 | CORPORATE PROPERTY STRATEGY | 12.45 | |

Purpose:

The Committee to receive an overview of the current Corporate Property Strategy

Context:

The Corporate Property Strategy was submitted to Cabinet for approval on the 26th June 2006. Members have asked for an update on how the property strategy is being implemented. In addition members have requested an update on progress towards completion of the audit of the Council's Corporate Property portfolio.

Contributors:

Diane Spencer
Graham Morley

Background Papers:

Member Development Pack - Item 3: Corporate Property Strategy

6 DATE AND TIME OF NEXT MEETING

Tuesday 11 December 2007, 1.30pm, New Ireland Room,
County Hall, Aylesbury

*For further information please contact: Clive Parker on 01296 383685
Fax No 01296 382538, email: cparker@buckscc.gov.uk*

Members

Mrs M Aston
Mr S Adams
Mr M Appleyard
Mrs P Birchley
Mrs A Davies
Mr M Edmonds
Mr T Egleton

Mr N Hussain
Mr Z Mohammed
Mr A Oxley
Mr D Polhill
Mr F Robinson OBE
Mr P Rogerson
J Wassell



Buckinghamshire County Council

Minutes

OVERVIEW & SCRUTINY COMMITTEE FOR PERFORMANCE AND RESOURCES

MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE FOR PERFORMANCE AND RESOURCES HELD ON FRIDAY 5 OCTOBER 2007, IN MEZZANINE ROOM 1, COUNTY HALL, AYLESBURY, COMMENCING AT 1.30 PM AND CONCLUDING AT 4.00 PM.

MEMBERS PRESENT

Mr S Adams, Mr M Appleyard, Mrs P Birchley, Mr N Hussain, Mr Z Mohammed, Mr A Oxley, Mr D Polhill, Mr F Robinson OBE and Mr P Rogerson

1 ELECTION OF CHAIRMAN

It was proposed by Mr CF Robinson OBE, seconded by Mrs P Birchley, that Mr P Rogerson be elected Chairman of the Committee for the ensuing year.

RESOLVED –

That Mr P Rogerson be elected Chairman of the Committee for the ensuing year.

2 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Mr P Rogerson, seconded by Mr D Polhill, that Mrs M Aston, be appointed Vice-Chairman of the Committee for the ensuing year.

RESOLVED –

That Mrs M Aston be appointed Vice-Chairman of the Committee for the ensuing year.

3 APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies for absence were received from Mrs M Aston, Mr M Edmonds, Mr T Egleton and Julia Wassell.

4 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5 OVERVIEW OF THE INFORMAL MEETING HELD ON 4 JULY 2007

Prior to the main business of this, the first meeting of the Overview and Scrutiny Committee on Performance and Resources, members had received a presentation from Jackie Yates, Head of Finance, on Medium Term Financial Planning (MTFP). The presentation gave members an overview of the MTFP and Budget setting cycle, principles and practices.

The Committee noted their terms of reference, which had been agreed by full Council at its meeting on 27 September. They also received a member development pack.

6 SCOPING PAPER FOR MEDIUM TERM PLANNING PROCESS

The Committee received, and agreed, the scoping paper prepared for the Committee's review of the MTFP process.

Members felt that it was important for all County Councillors to be involved in the budget process, not simply the Cabinet. The Committee would need to look backwards within the MTFP to establish whether the "money was in the right place". It was emphasised that the MTFP needed to deliver priorities not just savings.

Jackie Yates confirmed the timetable for the annual settlement. A provisional announcement would be made in November. The final figures would not be given until January. The Committee would, therefore, need to intensify its scrutiny work in the latter part of January and early February with its sessions with Cabinet Members and appropriate officers.

The issue of monitoring was very important and there was a need for clear focus and direction. The "look backwards" would be at the Committee's next meeting in November.

7 WORK PROGRAMME

The Committee discussed, and agreed, its work programme, as submitted. Members emphasised the need for monthly budgeting and performance reports. The Committee recognised the need to be able to ask meaningful questions of Cabinet Members, Strategic Directors and Heads of Service and to challenge where necessary. For the next meeting of the Committee, it was agreed to ask the Cabinet Member for Resources and the Head of Finance to attend.

8 2007/2008 DATES OF PERFORMANCE AND RESOURCES COMMITTEE

The Committee noted the dates suggested for its meetings for the latter part of 2007 and for 2008.

CHAIRMAN

Information circulated to contributors prior to the meeting

1. Medium Term Plan Scoping Paper

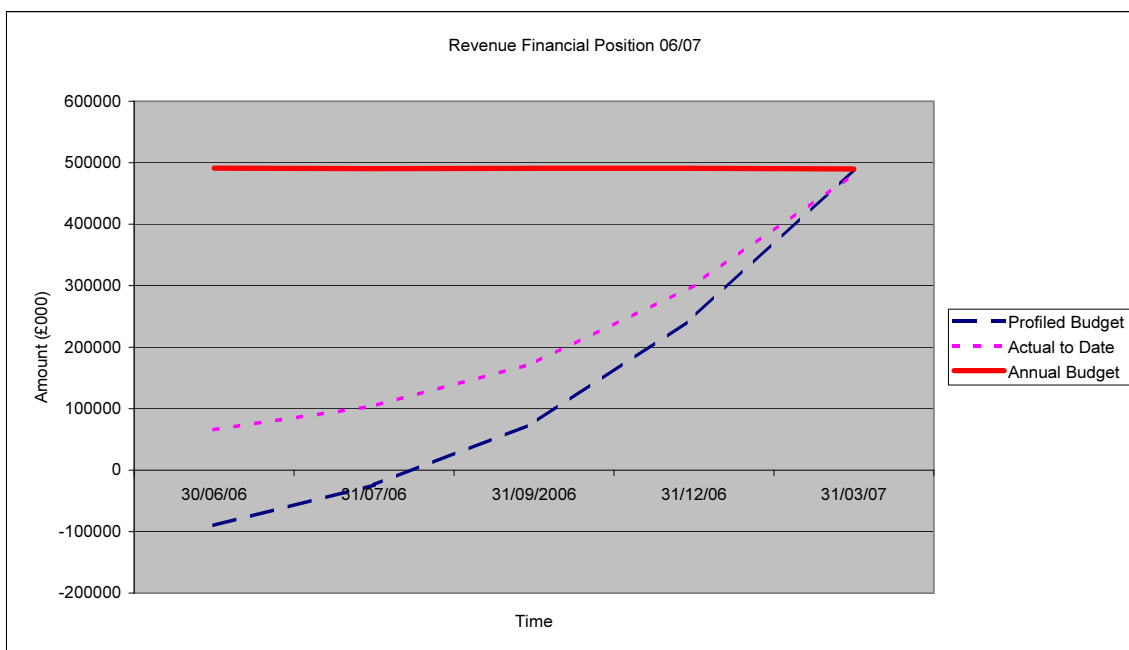
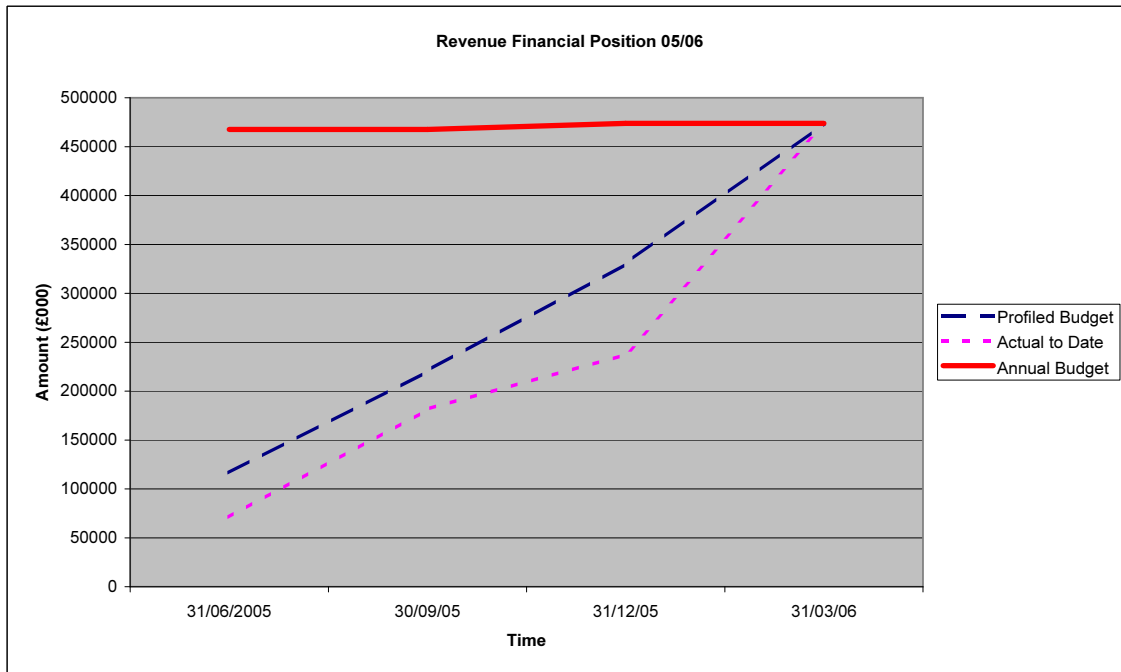
Subject of Review	Medium Term Financial Planning Process (MTFP)
Purpose of the Review	To find out if the 06/07 financial settlement delivered the outcomes it set out to achieve and what lessons can be learnt and recommendations made for 07/08 and 08/09?
Anticipated Outcome of the Project	<ul style="list-style-type: none"> ➤ The key questions outlined below are addressed ➤ An evidence based report is produced with recommendations for improvement (s)/and/or validation of the current processes in place.
Reasons for undertaking the project	<ol style="list-style-type: none"> 1. The County Council agreed to the formation of the Performance and Resources Overview and Scrutiny Committee in September 2007. Budget scrutiny is a key element within the Committees Terms of Reference. 2. This review will act as a 'check and balance' on current MTFP processes and will make recommendations intended to inform these processes in 07/08 and 08/09.
What is the potential impact of the review on: a) Residents b) Helping the Council achieve its main priorities c) Adding value to the Organisation d) Equality Issues	<ul style="list-style-type: none"> ➤ Assurance that the MTFP planning process is robust, that a planned approach is adopted which accords with the achievement of the Council's priorities. ➤ As an inward facing review no equality and diversity issues have been identified.
Key Issues for the review to address	<p>Financial Planning</p> <ul style="list-style-type: none"> ➤ How well is the MTFP integrated with the Corporate Plan ➤ How does the MTFP contribute to the allocation of resources to priority services and issues ➤ How well does the MTFP link to the budget setting process <p>Budget Setting Process</p> <ul style="list-style-type: none"> ➤ Is the budget setting process linked to the overall financial plan or is it an annual process of trimming ➤ How have individual budgets been constructed ➤ How well does the budget link with the expected demand for services in the next financial year ➤ What processes are in place to identify risks with regard to the budget and what identified risks are there ➤ What processes are in place to ensure that the Council is providing value for money
Methodology	<ul style="list-style-type: none"> ➤ Written and oral evidence provided at Committee

	<p>meetings</p> <ul style="list-style-type: none"> ➤ Desktop examination of financial plans, reports etc. between meetings
Press and Publicity	Press Release of nature of review.
Written/Oral evidence to be provided by	Portfolio Holders & Senior Officers within the Council
Key Background papers/other sources of information	<ul style="list-style-type: none"> ➤ Corporate Plan ➤ Medium Term Financial Plan ➤ Previous Budgets ➤ Budget Outturn ➤ Revenue Provisions and Reserves ➤ External Audit
Potential partners	None identified.
Resources required	Policy Officer/Democratic Services support
Timetable	Start date: to commence October 2007
Reporting Mechanism	Recommendations made to Cabinet or to Council in February 2008

2. Council Financial and Performance Data

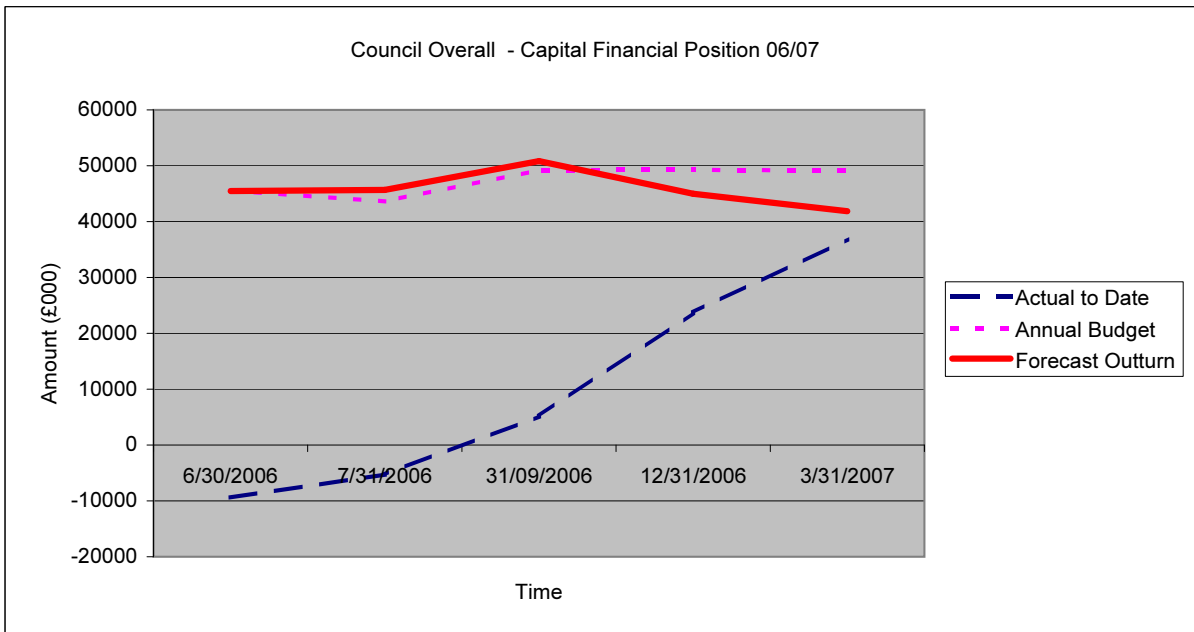
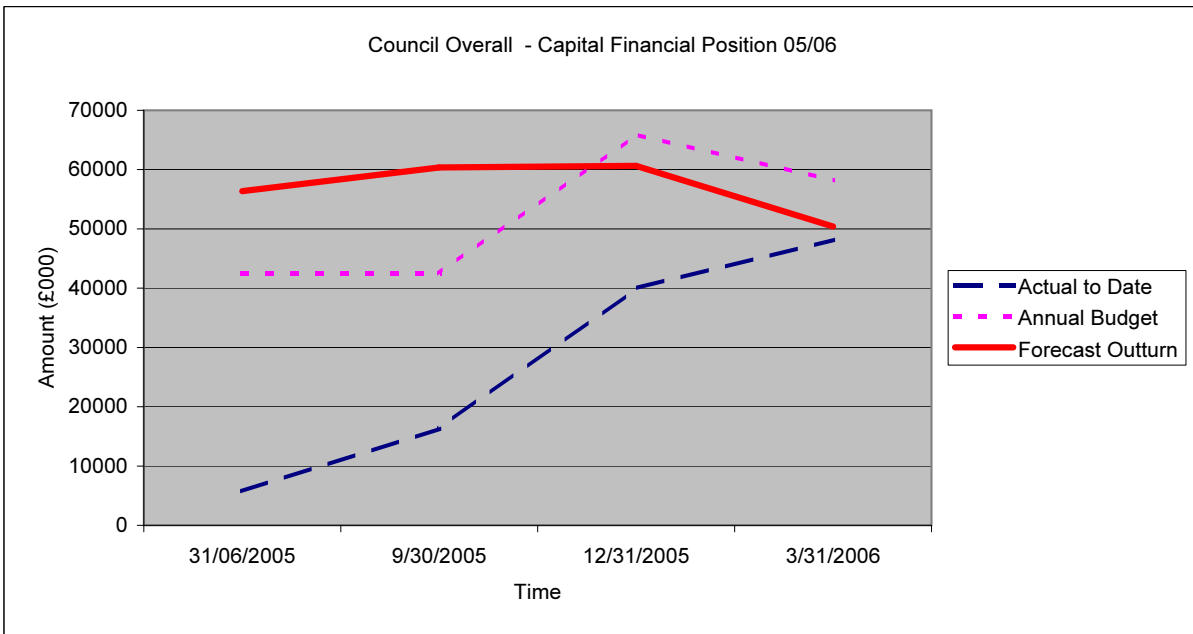
Overall Council: Revenue Financial Position 05/06 - 06/07

Date Reported	Profiled Budget	Actual to Date	Annual Budget	Forecast Outturn
31/06/2005	116547	71273	467601	468128
30/09/05	220552	181541	467601	476325
31/12/05	330089	237511	473779	474552
31/03/06	473779	472686	473779	472686
30/06/06	-89780	65723	491275	496260
31/07/06	-24093	104478	490512	494944
31/09/2006	76715	174099	490999	494267
31/12/06	248703	300641	490945	490373
31/03/07	489881	482323	489881	482323
30/06/07	19398	53845	516770	519708



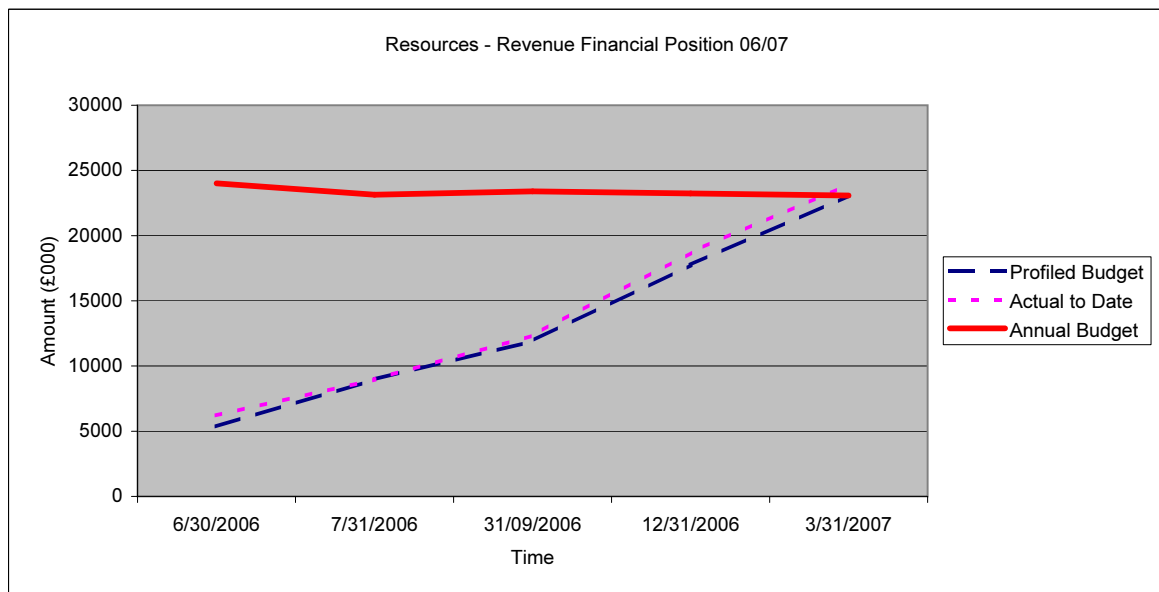
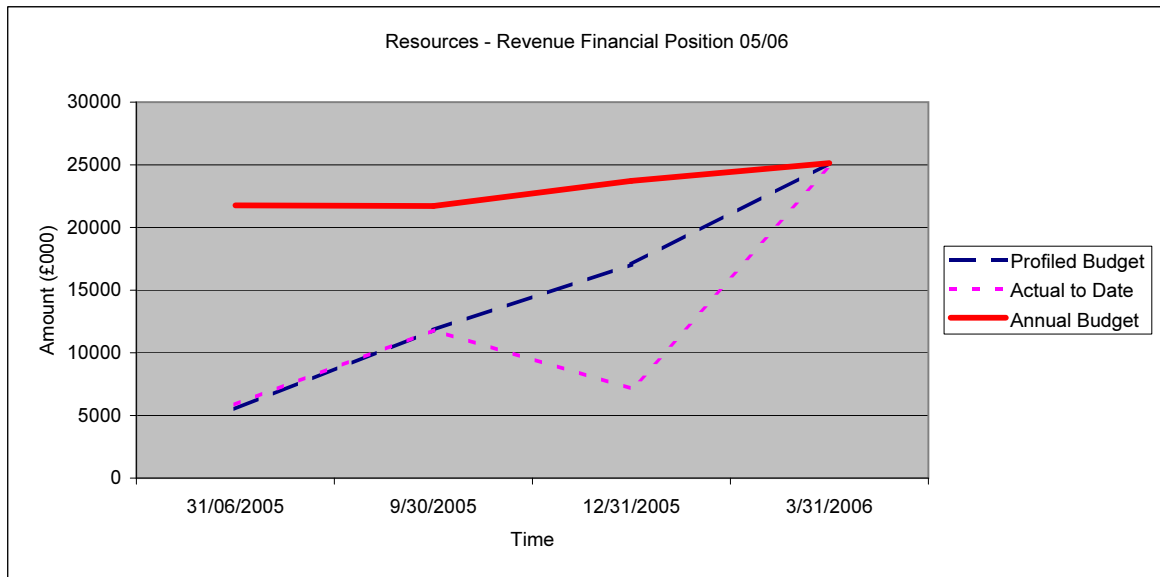
Overall Council: Capital Financial Position 05/06 - 06/07

Date	Actual to Date	Annual Budget	Forecast Outturn
31/06/2005	5751	42504	56356
30/09/05	16305	42504	60369
31/12/05	39981	65923	60632
31/03/06	48167	58175	50393
30/06/06	-9388	45564	45472
31/07/06	-5271	43596	45685
31/09/2006	5148	49227	50835
31/12/06	23722	49253	44999
31/03/07	36853	49168	41863
30/06/07	4725	36842	36804



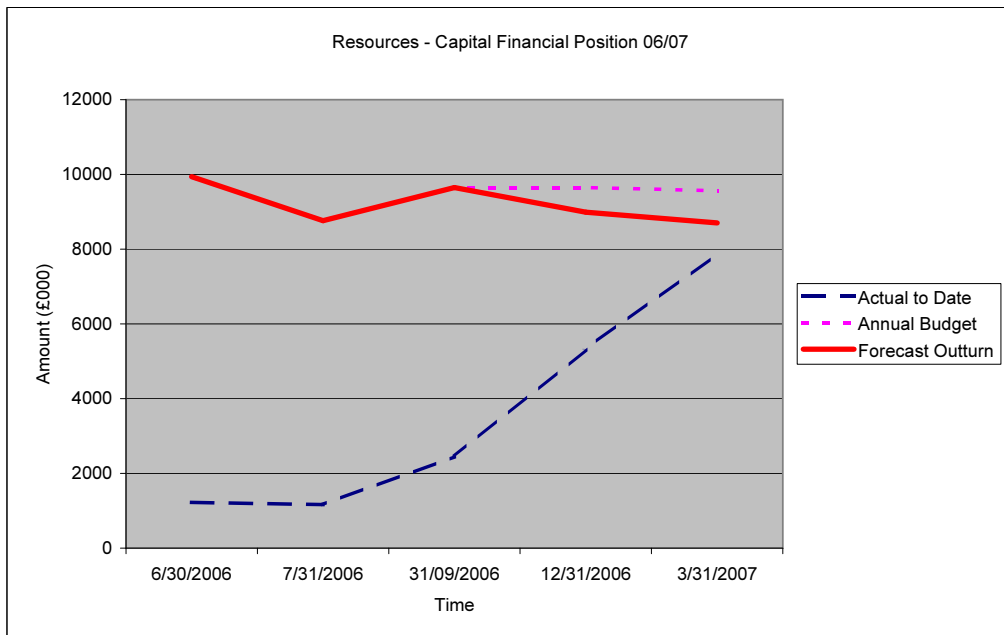
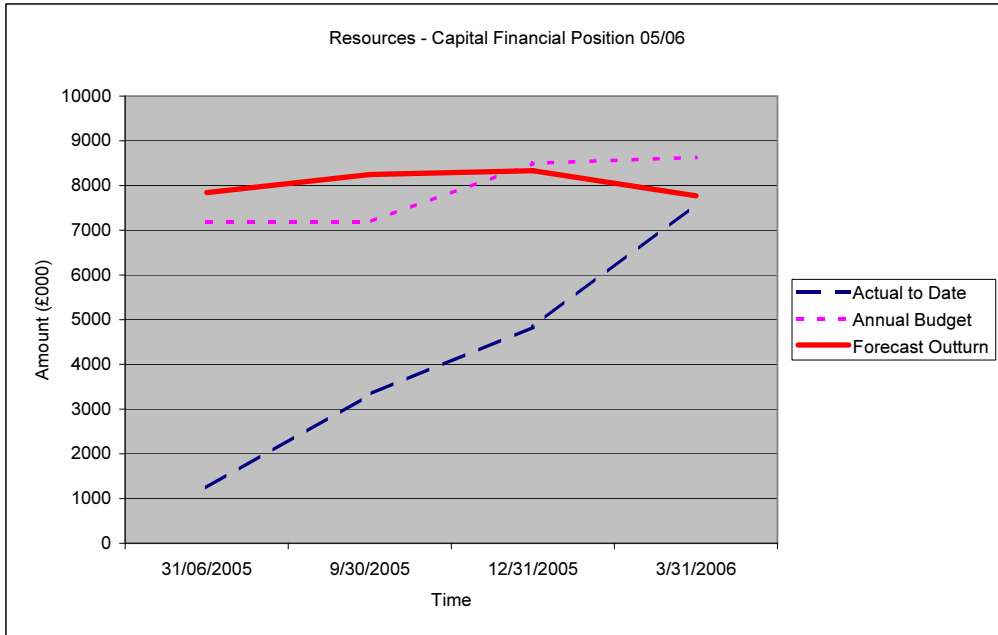
Resources Portfolio: Revenue Financial Position 05/06 - 06/07

Date	Profiled Budget	Actual to Date	Annual Budget	Forecast Outturn	Over/(under) spend
31/06/2005	5523	5859	21768	21941	173
30/09/05	11818	11814	21712	24680	1024
31/12/05	17045	7124	23716	24158	442
31/03/06	25128	24728	25128	24728	-400
30/06/06	5364	6206	24005	24310	305
31/07/06	8971	8975	23143	23473	330
31/09/2006	11925	12346	23398	24586	1188
31/12/06	17748	18691	23235	24412	1177
31/03/07	23071	23943	23071	23943	872
30/06/07	6292	4564	24195	25582	1387



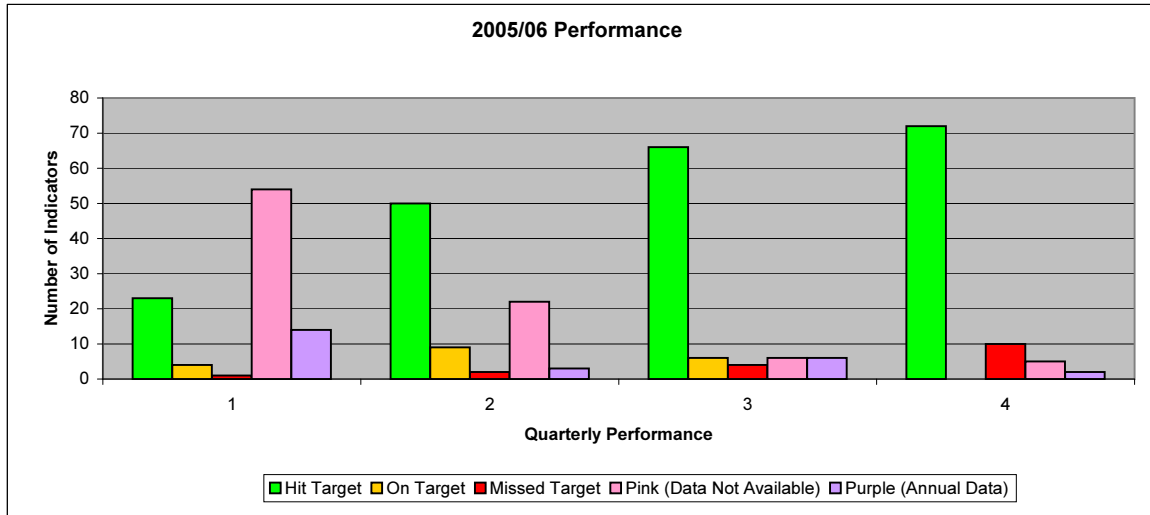
Resources Portfolio: Capital Financial Position 05/06 - 06/07

Date	Actual to Date	Annual Budget	Forecast Outturn
31/06/2005	1247	7186	7842
30/09/05	3331	7186	8248
31/12/05	4836	8495	8333
31/03/06	7589	8630	7769
30/06/06	1223	9940	9940
31/07/06	1164	8763	8763
31/09/2006	2448	9647	9647
31/12/06	5318	9647	8989
31/03/07	7879	9562	8704
30/06/07	1234	10482	10359



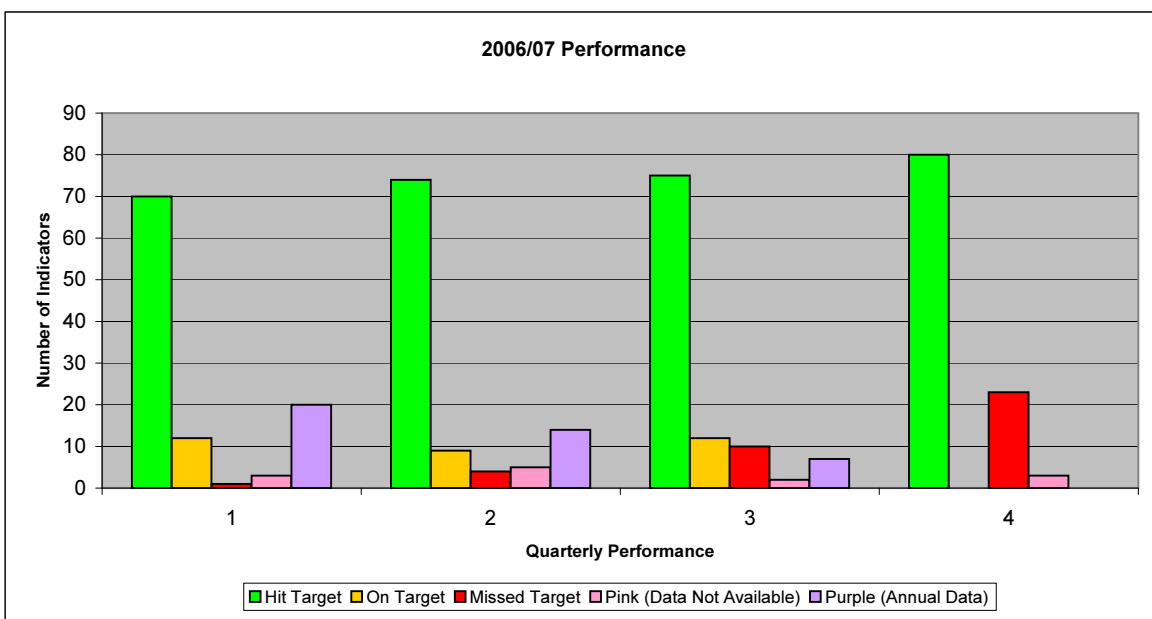
Overall 05/06 Corporate Plan Performance

Quarter	Hit Target	On Target	Missed Target	Pink (Data Not Available)	Purple (Annual Data)	Percentage on Target
1	23	4	1	54	14	24.0
2	50	9	2	22	3	58.1
3	66	6	4	6	6	75.0
4	72	0	10	5	2	80.9



Overall 06/07 Corporate Plan Performance

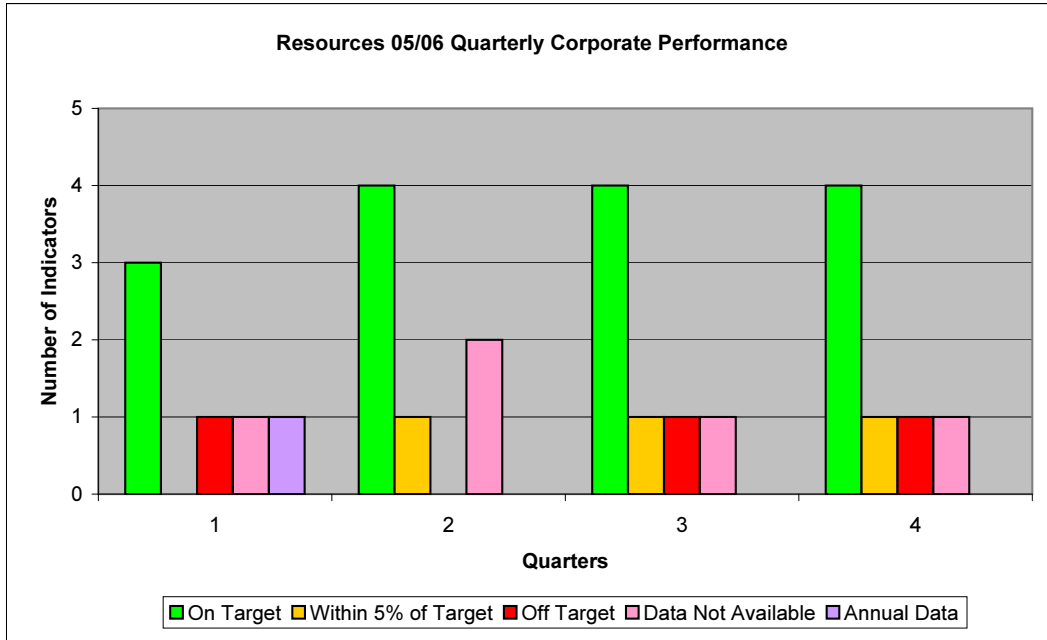
Quarter	Hit Target	On Target	Missed Target	Pink (Data Not Available)	Purple (Annual Data)	Percentage on Target
1	70	12	1	3	20	66.0
2	74	9	4	5	14	69.8
3	75	12	10	2	7	70.8
4	80	0	23	3	0	75.5



Resources Portfolio

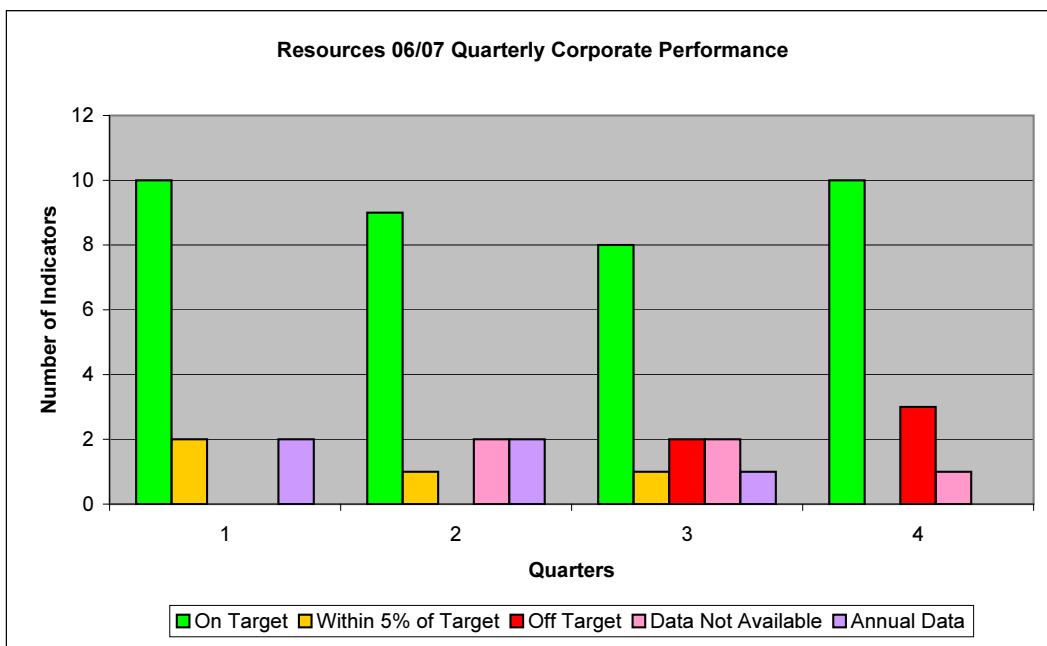
Performance 05/06

Quarter	On Target	Within 5% of Target	Off Target	Data Not Available	Annual Data	%age on track
1	3	0	1	1	1	75.0
2	4	1	0	2	0	80.0
3	4	1	1	1	0	66.7
4	4	1	1	1	0	66.7



Performance 06/07

Quarter	On Target	Within 5% of Target	Off Target	Data Not Available	Annual Data	%age on track
1	10	2	0	0	2	83.3
2	9	1	0	2	2	90.0
3	8	1	2	2	1	72.7
4	10	0	3	1	0	76.9



3. Questions for Contributors

Overview of Council Performance

- In the light of the data provided are there any comments you wish to make on how the council manages its performance and budget, both revenue and capital?
- How are the MTP indicative figures for years 2 and 3 used in informing the following year's budget?
- In your view, how engaged is the membership in influencing both the political and financial priorities for the council?
- In your view, how effective is the MTP challenge process?
- How are the outcomes of the MTP reflected in the future performance management and budget monitoring process throughout the year?
- How successful is the Value for Money Score in relation to its associated strategy?
- What processes are in place to identify and manage risks of under/over achievement both of performance and budget?
- In the context of both the policy and financial medium term planning process, what are the challenges you face and what improvements would you suggest?

Financial planning

- How well does the MTFP integrate with the Corporate Plan?
- How does the MTFP contribute to the allocation of resources to priority services and issues?
- How does the MTFP link to the budget setting process?
- In the context of both the policy and financial medium term planning process, what are the challenges you face and what improvements would you suggest?
- Are you aware of any links made between the quarterly performance and budget monitoring reports?

