

**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"> <li>➤ The key questions outlined below are addressed</li> <li>➤ An evidence based report is produced with recommendations for improvement (s)/and/or validation of the current processes in place.</li> </ul>
Reasons for undertaking the project	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
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"> <li>➤ Assurance that the MTFP planning process is robust, that a planned approach is adopted which accords with the achievement of the Council's priorities.</li> <li>➤ As an inward facing review no equality and diversity issues have been identified.</li> </ul>
Key Issues for the review to address	<p><b>Financial Planning</b></p> <ul style="list-style-type: none"> <li>➤ How well is the MTFP integrated with the Corporate Plan</li> <li>➤ How does the MTFP contribute to the allocation of resources to priority services and issues</li> <li>➤ How well does the MTFP link to the budget setting process</li> </ul> <p><b>Budget Setting Process</b></p> <ul style="list-style-type: none"> <li>➤ Is the budget setting process linked to the overall financial plan or is it an annual process of trimming</li> <li>➤ How have individual budgets been constructed</li> <li>➤ How well does the budget link with the expected demand for services in the next financial year</li> <li>➤ What processes are in place to identify risks with regard to the budget and what identified risks are there</li> <li>➤ What processes are in place to ensure that the Council is providing value for money</li> </ul>
Methodology	<ul style="list-style-type: none"> <li>➤ Written and oral evidence provided at Committee</li> </ul>

	<p>meetings</p> <ul style="list-style-type: none"> <li>➤ Desktop examination of financial plans, reports etc. between meetings</li> </ul>
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"> <li>➤ Corporate Plan</li> <li>➤ Medium Term Financial Plan</li> <li>➤ Previous Budgets</li> <li>➤ Budget Outturn</li> <li>➤ Revenue Provisions and Reserves</li> <li>➤ External Audit</li> </ul>
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