

<b>Committee:</b> Finance Committee	<b>Date:</b> 9 December 2014
<b>Subject:</b> Finance Committee 2015 Forward Plan and Annual Review of the Committee's Terms of Reference	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>

### Summary

At the last meeting of the Finance Committee the Chamberlain explained that the Committee would be provided with a forward look of the expected items of business for the Finance Committee in the next year. This report provides the Committee with that document at Appendix 2.

In addition, as part of the post-implementation review of the changes made to the governance arrangements in 2011, it was agreed that all committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of committees by the Court of Common Council. It is sensible to consider the Terms of Reference alongside the Forward Plan for the Committee.

The Terms of Reference of the Finance Committee are attached as an appendix to this report for your consideration.

#### **Recommendation:**

That the Committee:

1. notes the Forward Plan for 2015 at Appendix 2;
2. subject to any comments and agreement, approves the Terms of Reference of the Finance Committee for submission to the Court, as set out in the appendix 1;
3. consider the frequency of meetings of the Committee; and
4. agrees that any further changes required in the lead up to the appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

### **2015 Forward Plan**

1. An agenda plan for the Committee for 2015 has been developed and is attached to this report at Appendix 2. This agenda plan provides details of the 'standing' items of the Committee, and the business of the Committee will be supplemented throughout the year as issues arise. The agenda plan also highlights the 'strategic' items which will be the main focus of each meeting. It is intended that, going forward, each of the three Departments within Chamberlain's will provide a high level progress update on the work of the Department over the last quarter.

2. At this stage, the agenda plan indicates that there are a number of meetings which may currently be relatively light on critical business (particularly the meetings in March, June and October meeting).
3. Currently meetings of the Committee are scheduled to be held every four weeks. In 2014/15, 11 meetings of the Committee are scheduled. Over the last two years it has become typical for one meeting per year to be cancelled due to a lack of business to consider, usually in March or April.
4. Standing Order 29 (1)(e)(iii) provides the Chairman with authority to cancel a meeting if, in his opinion, there is not sufficient business to warrant holding a meeting. As demonstrated by the cancellation of meetings in the past, the Chairman is willing to exercise this authority. However, doing so necessarily leaves a long period between meetings (typically eight weeks), which increases the risk that items of an urgent nature may arise.
5. A better approach may be to rationalise the number of meetings of the Finance Committee per year to ensure that the agenda for all meetings contain sufficient business to warrant the holding of the meeting.
6. Therefore, Members are asked to consider the frequency of meetings for 2015 and beyond.

### **Review of the Committee's Terms of Reference**

7. The only major additional item of concern for the Finance Committee beyond previous years is the monitoring and implementation of the Service Based Review. However, this aspect of the Committee's work is already covered by paragraph b) of the Terms of Reference at Appendix 1. Therefore, beyond the suggestion that Members may wish to review the frequency of meetings, there are no further recommendations for changes to the Committee's Terms of Reference.

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