

Member Working Group for Savings, Income Generation and Efficiencies

DRAFT Terms of Reference to be Approved by Corporate Policy and Resources Committee

1 Background

The Corporate Policy and Resources Committee has requested the establishment of a Working Group to provide oversight of ongoing delivery of the Medium-Term Financial Strategy and to provide political input into new and further opportunities for cashable efficiencies and income generation. The group will also prepare and agree responses to Central Government consultations on funding reform. The working group will be known as the Savings Board.

2 Purpose of the Working Group

- i) To keep under review the delivery of the approved Medium Term Financial Strategy.
- ii) To provide biannual updates to Overview and Scrutiny Committee and Corporate Policy and Resources Committee of the delivery of the Medium-Term Financial Strategy.
- iii) To provide the opportunity for political input into potential further opportunities for savings and income generation.
- iv) To develop Members' understanding of the Budgeting process and Financial Decision-making process.
- v) To support officers in engaging with Residents, Businesses Town and Parish Councils to improve our Budget Consultation process.

3 Membership of the Group, Chairmanship and Appointments

3.1 The Financial Sustainability shall comprise Six Members including the serving Chair of Corporate Policy and Resources Committee.

3.2 The remaining Members of the Group shall be appointed by Corporate Policy and Resources Committee with membership to be drawn from amongst its members.

3.3 Membership will comprise of the Chair of CP&R Committee, 3 Administration Members and 2 Opposition members.

3.5 The Chairman of the Working Group shall be the Chair of Corporate Policy and Resources Committee.

3.6 For continuity purposes the Membership of the Group shall remain in place for one year subject to 3.3 above and then the working group will be reviewed.

3.7 The Group will be disbanded following submission of closure report to its parent committee.

4 Frequency of Meetings and Quorum

4.1 The quorum for a meeting shall be three Members.

4.2 The West Lindsey Financial Sustainability Working Group shall meet every six weeks or as agreed by the group.

4.3 Meetings will be called with at least 14 days' notice.

4.4 Where an Elected Member fails to attend 2 consecutive meetings of the Working Group without having given due reason for their absence or apologies, the Chairman of the Working Group will have the ability to write to the parent Committee to express concerns regarding an individual's behaviour. Such concerns will be considered at the Parent Committee Chair's Briefing, and it will be in the Chairman's Gift to determine whether a request is made to the parent Committee to revise the membership accordingly".

Where non-attendance relates to the Chairman of a Working Group, the Working Group will have the same rights as set out above. Regular in-quoracy will be reported to the relevant Parent Committee Chairman's briefing.

4.5 Meetings will be held face to face with the option for hybrid attendance.

5 Reporting Lines, Accountability and Milestones

5.1 The West Lindsey Financial Sustainability Working Group is directly responsible to the Corporate Policy and Resources Committee.

5.2 The Financial Sustainability Working Group has no direct decision-making powers and will make recommendations to the Corporate Policy and Resources Committee/ if required.

5.3 The Chair of the Working Group, supported by officers will report to the Overview and Scrutiny Committee on a biannual basis.

6 Resources

6.1 The Working Group does not have a supporting budget.

6.2 If budgets/ additional budgets are required they will be identified on recommendations made to the relevant Policy Committee.

6.3 Officers from the following Teams will support the Working Group as required but there is an expectation that Management Team and the Finance Team will be represented at all meetings with other officers attending as required.

6.4 Agendas will be set for each meeting and notes from each meeting will be retained. All papers will be provided on Modern.Gov.

7 Review

7.1 Following approval these Terms of Reference will be reviewed annually by the working group if Members Working Group is still operating.

Date/ Meeting – Document Approved –