

APPENDIX A

Member Board for Efficiencies, Income Generation, and Savings

Terms of Reference

1 Background

1.1 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.

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 Board 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 and five cross-party members.
- 3.5 The Chairman of the Board shall be the Chair of Corporate Policy and Resources Committee.
- 3.6 For continuity purposes the Membership of the Board shall remain in place for one year subject to 3.3 above and then the Board will be reviewed.
- 3.7 The Board will be disbanded following submission of closure report to its parent committee.

APPENDIX A

4 Frequency of Meetings and Quorum

- 4.1 The quorum for a meeting shall be three Members.
- 4.2 The Board shall meet on an 'as required' basis, as identified by the S151 Officer, or as agreed by the Board.
- 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 Board without having given due reason for their absence or apologies, the Chairman of the Board 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 Board, the Board 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 online (with the option for hybrid attendance).

5 Reporting Lines, Accountability and Milestones

- 5.1 The Board is directly responsible to the Corporate Policy and Resources Committee.
- 5.2 The Board 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 Board, supported by officers, may be invited to report to the Overview and Scrutiny Committee on a biannual basis.

6 Resources

- 6.1 The Board does not have a supporting budget.
- 6.2 If budgets or additional budgets are required, they will be identified on recommendations made to the relevant Policy Committee.
- 6.3 Officers will support the Board 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.

APPENDIX A

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 Board if the Board is still operating.

Record of amendments / approval:

	Approval By:	Date Approved:
Version 1	Corporate Policy & Resources Cttee	14 November 2024
Reviewed	Corporate Policy & Resources Cttee	TBC – 15 January 2026