

**OVERVIEW AND SCRUTINY  
(ECONOMIC WELL-BEING)  
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
<b>Title of Study</b> (name of Working Group)	Overview and Scrutiny Budget Working Group
<b>Appointing Panel</b>	Overview and Scrutiny Panel (Economic Well-Being) Formerly Overview and Scrutiny Panel (Corporate and Strategic Framework)
<b>Members Assigned</b> (including date Working Group appointed)	Date Appointed: 27 <sup>th</sup> January 2009.  Councillors J E Garner, L W McGuire and R J West. To ensure political proportionality within the Working Group, Councillor P J Downes, later became a Member of the Group.
<b>Possible Co-Options to the Group</b>	None identified.
<b>Interests Declared</b>	None declared.
<b>Rapporteur</b>	Councillor L W McGuire.
<b>Officer Support</b>	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr T Parker, Director of Commerce and Technology, HDC Mr S Couper, Head of Financial Services, HDC
<b>Purpose of Study / Objective</b> (specify exactly what the study should achieve)	To undertake a review of the Council's budget in future years and to express a view on the feasibility and relative merits of reducing individual budgets within it.
<b>Rationale</b> (key issues and/or reason for conducting a study)	Whilst considering a report by the Head of Financial Services on the Financial Strategy, Medium Term Plan 2010 to 2014 and the 2009/10 Budget, concerns had been expressed by Members on the level of unidentified spending adjustments required by the year 2013/14. The Working Group had also been tasked with identifying which items within the budget were a statutory requirement and those that were permissive.
<b>Terms of Reference</b>	As above.
<b>Links to Council Policies/Strategies</b>	Link to Council Aim: To Maintain Sound Finances.

<b>ACTION BY WORKING GROUP</b>	
<b>Methodology / Approach</b> (what types of enquiries will be used to gather evidence)	Information from the Director of Commerce and Technology. Information from the Head of Financial Services Interviews with the Executive Councillor for Finance.
<b>External/Specialist Support</b>	N/A

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<b>Existing Documentation</b>	Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Corporate and Strategic Framework) – 27 <sup>th</sup> January 2009. 2009/10 Budgets for each of the individual service areas which make up the Council. Overview of Service Level Budgets 2008. Budget Income 2009/10 Details. I&DEA Extract – A Councillor’s Guide 2008/09 – Finance and the Budget. Consolidated MTP 2008/09 to 2013/14.
<b>Evidence to be Obtained</b> (e.g. witnesses, documents, site visits, consultation, research, etc)	Discussions with Director of Commerce and Technology. Discussions with Head of Financial Services. Discussions with Executive Councillor for Finance. Discussions with Special Advisor to the Cabinet.
<b>Reference Sites</b>	N/A
<b>Investigations</b>	As outlined above.
<b>Witnesses</b>	Mr T Parker, Director of Commerce and Technology Mr S Couper, Head of Financial Services Councillor T V Rogers, Executive Councillor for Finance Councillor K J Churchill, Special Advisor to the Cabinet.
<b>Site Visits (if necessary)</b> (where and when)	None currently identified.
<b>Meetings of the Working Group</b>	19 <sup>th</sup> February 2009. 2 <sup>nd</sup> March 2009. 12 <sup>th</sup> March 2009. 19 <sup>th</sup> March 2009. 30 <sup>th</sup> March 2009. 6 <sup>th</sup> April 2009. 20 <sup>th</sup> April 2009. 28 <sup>th</sup> April 2009. 7 <sup>th</sup> May 2009.
<b>Costs</b> (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research.
<b>Possible Barriers to the Study</b> (potential weaknesses)	None currently identified.
<b>Projected Timescale</b> (Start and end times)	Start: January 2009 End: July 2009.