

Process for scrutiny of 2018/19 budget, agreed by SMB 29 March 2017 (minute 38.1)

Note: SMB supports councillors wishing to take part in budget scrutiny ensuring that they attend finance training sessions offered by the Head of Finance and Property Services prior to doing so, to ensure that budget scrutiny is as effective as possible.

Budget Scrutiny Panel Meeting	Discussion Items	Date (approx)	Comments
#1	<p>Final outturn for the previous financial year:</p> <ul style="list-style-type: none"> • Revenue • Capital • Housing Revenue Account. <p>Explanation of approaches used to construct the MTFS and budget.</p>	May/June	<p>Additional meeting compared to previous years.</p> <p>The outturn reports are provided for context purposes.</p> <p>The meeting will also include a discussion on the methods used to construct the MTFS and budget to assist BSP members in their future approach to scrutinising these items.</p>
#2	<p>Scrutiny of the MTFS, comprising a review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.</p> <p>Feedback from Loughborough councillors on the Special Expense area (following Meeting A below).</p>	October	<p>MTFS scrutiny is consistent with approach taken in previous years.</p> <p>Leader/Lead Member to be invited to attend this meeting.</p> <p>Feedback from Loughborough councillors on the Special Expense area will be in writing and not via Loughborough councillors attending this meeting of the Panel. That feedback will comprise only the suggestions put forward and not any responses to those.</p> <p>No requirement for Panel to consider capital and revenue monitoring reports at this meeting (Q1 and Q2), unless considered necessary to the context of the budget scrutiny process at this time.</p>

Budget Scrutiny Panel Meeting	Discussion Items	Date (approx)	Comments
#3	PLANNING MEETING Review the draft budget, with a view to agreeing the attendee list and agenda for the meeting of the Panel in January.	December	An informal meeting of the Panel and consistent with approach taken in previous years, with the exception that feedback from Loughborough councillors on the Special Expense area will now be received at Meeting #2, rather than this meeting.
#4	Scrutiny of the draft General Fund and HRA budgets (and Capital Plan if appropriate) for feedback to Cabinet (via SMB) as part of the final budget setting process.	January	General Fund and HRA budget scrutiny is consistent with approach adopted in previous years. Leader/Lead Member to be invited to attend this meeting. Panel to be informed which suggestions put forward at Meeting A below by Loughborough councillors have been included in the draft budget (if any). No requirement for Panel to consider capital and revenue monitoring reports at this meeting (Q3), unless considered necessary to the context of the budget scrutiny process at this time.

Consultation with Loughborough Councillors

The following meeting is not part of the process for scrutiny of the 2018/19 budget and will not involve the Budget Scrutiny Panel. It is a consultation with Loughborough councillors on the Special Expense area of the budget. However, the Budget Scrutiny Panel will be made of the outcomes of this consultation, as detailed in the process above.

Meeting	Discussion items	Date (approx)	Comments
#A	MEETING FOR LOUGHBOROUGH COUNCILLORS Informal consultation with Loughborough Councillors on the Special Expenses area.	September	One meeting only, one fewer than previous years. Suggestions put forward will be relayed to relevant Lead Members and Heads of Service for feedback and potential inclusion in the draft budget. A mechanism will be developed to ensure feedback is provided to Loughborough Councillors. SMB supports Loughborough councillors preparing, in advance of this meeting, their suggestions on the Loughborough Special Expenses so that what is being requested and the reasons for and benefits of the suggestions are clearly presented and thought out, to ensure the consultation is as effective as possible.