

AGENDA

Meeting: Special Overview and Scrutiny Management Committee
Place: The Lansdown Hall, Trowbridge Civic Centre, Trowbridge
BA14 8AH
Date: Thursday 7 February 2013
Time: 10.30 am

Scrutiny of the Financial Plan 2013/14

Please direct any enquiries on this Agenda to Sharon Smith, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718378 or email sharonl.smith@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Trevor Carbin (Chairman)	Cllr Peter Hutton
Cllr Nigel Carter	Cllr Christopher Newbury
Cllr Tony Deane (Vice Chairman)	Cllr Ricky Rogers
Cllr Peter Doyle	Cllr Judy Rooke
Cllr Mike Hewitt	Cllr Jonathon Seed
Cllr Alan Hill	Cllr Carole Soden
Cllr Jon Hubbard	

Substitutes:

Cllr Desna Allen	Cllr Nick Fogg
Cllr Chuck Berry	Cllr Russell Hawker
Cllr Richard Britton	Cllr Ian McLennan
Cllr Jane Burton	Cllr Jeffrey Ody
Cllr Ernie Clark	Cllr Mark Packard
Cllr Brian Dalton	Cllr Pip Ridout

PART I

Items to be considered while the meeting is open to the public

1 **Apologies**

2 **Declarations of Interest**

To receive any declarations of pecuniary or non-pecuniary interests or dispensations as granted by the Standards Committee.

3 **Chairman's Announcements**

4 **Public Participation**

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above no later than **5pm on Thursday 31 January 2013**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

5 **Explanation of Proceedings (*Pages 1 - 2*)**

A report explaining the background, purpose and proceedings of this meeting is attached.

6 **Wiltshire Council's Financial Plan Update 2013/14**

A report is attached from the Director of Finance on the Council's Financial Plan for 2013/14.

A copy of the Financial Plan 2013/14 (referred to as Appendix 1 to the report) will follow and is expected to be circulated via separate cover on Thursday 31 January. An electronic copy, once published, can be found [here](#).

Please note that Appendices A-G of the Financial Plan are attached to this agenda as follows:

Appendix A – Financial Plan Summary
Appendix B – Financial Plan Services Summary
Appendix C – Budget Book
Appendix D – Assumptions underlying the plan
Appendix E – Capital Programme
Appendix F – Housing Revenue Account (HRA)
Appendix G – Fees and Charges

The Leader of the Council and Director of Finance will be in attendance to introduce the draft budget, explain how it was compiled and to answer questions arising in relation to the context and rationale.

The Chairman of the Committee will then invite questions and comments on the report and Financial Plan. In respect of the Plan, this will be done section by section as follows:

- 2013/14 plans to reprioritise our spending (savings)
- Investment – Revenue & Capital
- Fees and Charges
- Schools
- Housing Revenue Account
- Capital Programme

The views of the Committee and any findings and agreed recommendations resulting from the meeting will be formerly reported to Cabinet and Council.

7 Urgent Items

Any other items of business which the Chairman agrees to consider as a matter of urgency.

8 Date of next meeting

28 February 2013.

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WILTSHIRE COUNCIL

OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE

7 FEBRUARY 2013

BUDGET SCRUTINY – EXPLANATION OF PROCEEDINGS

Purpose of the Report

1. To clarify the purpose of the meeting and how it will run.

Background

2. The meeting provides an opportunity for non-executive councillors to hear from the Director of Finance on the process and key issues of updating the Financial Plan for 2013/14 and to question the Leader and Cabinet on the draft budget before it is formally put to the full council.
3. The intended outcome of the meeting is to submit a summary of the views expressed and for these to be considered by Cabinet on 12 February and taken into account by Council on 26 February 2013 when the 2013/14 budget is agreed.

Evidence and Informed Discussion

4. Councillors will be familiar with the need for any discussion, conclusions and recommendations arising from a scrutiny exercise to be informed and evidence based.
5. Consequently, if any councillor wishes to make a proposal on the content of the draft budget, he/she should be able to demonstrate credible evidence for the proposal. The case for a proposal will need to be strong enough to convince the committee to support such a recommendation, and to stand up to challenge at the Council meeting on 26 February.
6. Councillors will also be familiar with the need to focus their questions on strategic and policy matters when considering the budget. Any “political” comments are best left for full Council and localised issues taken up elsewhere directly with the Cabinet Member or Service Director.

Roles and Responsibilities

7. The Director of Finance will be invited to explain the technical aspects of the budget report and the budget setting process.
8. The Leader of the Council will then be invited to introduce the draft budget and to briefly provide the context and rationale for the proposals. Although Cabinet has not yet formally met to recommend the budget, the Leader has confirmed that she and her Cabinet colleagues are in full support of the proposals in the report.
9. Councillors will then be given the opportunity to question the Leader based on the evidence presented. She can be supported in answering questions by the Deputy Leader or Corporate Directors.

10. Councillors will then be given the opportunity to question the respective Cabinet members on the evidence presented. He/she can be supported in answering questions by the relevant portfolio holder(s) and/or Corporate/Service Director.

Budget Material

11. The updated Business & Financial Plan 2013-15, which includes budget proposals for 2013/14 and budget book have been circulated to all Councillors in preparation for the setting of the 2013/2014 budget. Councillors are asked to bring their copy with them to the extraordinary meeting.

Order of Debate & Procedure

12. Normal rules of procedure and debate as set out in the Council's Constitution will apply as necessary.
13. The meeting has been structured on the basis of the content of the Financial Plan:
- (1) the Director of Finance will explain how the budget was compiled and respond to questions on technical aspects of the budget report and budget setting process
 - (2) the Leader of the Council will introduce the overall draft budget for 2013/14 and respond to questions on the context and rationale
 - (3) the Chairman of the committee will invite questions and comments from councillors on the Financial Plan 2013-14: this will be done section by section
14. The Chairman will run the meeting based on the order described above and will clearly give prominence to the members of the Budget Scrutiny Task Group and the Management Committee in asking questions. At the conclusion of the debate the Chairman will look to highlight and summarise and key themes and seek the endorsement of the Committee.

Conclusion

15. A summary of the comments made at this meeting will be submitted to Council for consideration on 26 February as part of the budget setting debate, and will be made available to Cabinet on 12 February when it determines its budget recommendation.

Paul Kelly
Scrutiny Manager (and Designated Scrutiny Officer)

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