

Title of Report:	Terms of Reference for the Resource Management Working Group
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	18 May 2011

Purpose of Report: To discuss and approve the Terms of Reference for the Resource Management Working Group

Recommended Action: That the Overview and Scrutiny Management Commission approves the Terms of Reference for the Resource Management Working Group

Overview and Scrutiny Management Commission Chairman	
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Supporting Information

1. Resource Management Working Group

1.1 The Resource Management Working Group will be a Working Group of the Overview and Scrutiny Management Commission.

2. Objectives

2.1 The RMWG will:

- (1) Have an overview of the practice and policy in relation to the use of Council resources.
- (2) Identify areas of service practice and implementation of policy that cause concern to members of the public and Councillors and report these to the OSMC to determine what action should be taken.
- (3) Receive internal and external inspection reports on services; challenge the action plans drawn up in response to problems that have been identified; and monitor progress in implementing the action plans.
- (4) Develop focussed programmes of work and identify the most appropriate means of progressing such work including the use of task groups.

3. Activity

3.1 The activity of the RMWG will focus on:

- (1) The Council's revenue and capital budgets.
- (2) The Annual budget outturn.
- (3) The Council Plan priorities and objectives.
- (4) The Targets for efficiency savings.
- (5) The Council's responsibility to deliver value for money.
- (6) The impact on services, clients and performance.
- (7) The Medium Term Financial Strategy (MTFS)
- (8) The quarterly Establishment Reports.
- (9) The procurement strategy and its implementation.

4. Criteria

4.1 In order to provide structure and method for the selection of suitable subject material for scrutiny reviews, it is proposed that the RMWG must satisfy itself that any subject nominated meets at least one of the following criteria:

- (1) The issue is an area of key public concern (e.g. as identified through Members surgeries, constituents' concerns, the Annual Satisfaction Survey, raised in the local media, etc).
- (2) There is evidence of poor performance within the activity (i.e. through performance indicator data, experience of Members, etc).
- (3) It is a budgetary area in need of examination to ensure value for money is being obtained.
- (4) There has been a pattern of budgetary overspends in service delivery.

- (5) It is a corporate priority for the Council as published within the Council Plan.
- (6) It is a Central Government priority area.
- (7) It is an area of new Government legislation that has significant implications for the Council or its partners.
- (8) It is the subject of a 'Councillor Call for Action' and has exhausted all other avenues of conflict resolution.
- (9) It is at the request of a Portfolio Holder.
- (10) Underpinning these criteria, as a principle, the proposal must be outcome focussed, with a probability of scrutiny being able to make a difference.