

Coalville Special Expenses Working Party Expenditure Sub-Group

Terms of Reference (Version 2 – September 2021)

Role of the Sub-Group:

This is a sub-group of the Coalville Special Expenses Working Party (Terms of Reference are available in Appendix A).

Members of the Sub-Group will undertake a review of the income and expenditure of the Coalville Special Expenses, in order to minimise the need for future precept increases and make recommendations to the Coalville Special Expenses Working Party. These recommendations will help form the creation of the 2022/23 budget for Coalville Special Expenses to be included within the draft budget to Scrutiny in December 2021 and Cabinet in January 2022.

Members of the Sub-Group:

Council J Geary
Councillor E Allman
Councillor J Legrys
Councillor A Bridgen
Councillor D Everitt

Officers of the Sub-Group:

Anna Wright - Finance Team Manager & Deputy S151 Officer
Pete Simpson - Finance Business Partner
Jason Knight - Leisure Services Team Manager
Wendy May - Cultural Services Team Manager
Paul Ashmore - Open Spaces and Parks Team Leader

Not all officers will attend every meeting but will attend as required depending on the agenda items to be discussed. Other officers not named may be asked to attend meetings as required.

Who has voting rights on the recommendations?

Only elected Members appointed to the sub-group have voting rights to form recommendations.

What is expected of members of the Sub-Group?

Whilst the Sub-Group will not be a decision-making body, the group will be asked to:

- Review the Income and Expenditure for Coalville Special Expenses with the aim of increasing income or reducing expenditure to minimise the need for future precept increases.
- Agree a majority consensus for recommendation back to the Coalville Special Expenses Working Party.

What is expected of officers of the Sub-Group?

Provide professional advice, as required, throughout the project.

- Present information, options and issues to members for review and exploration.
- To engage and facilitate discussions around key areas to support the forming of consensus and recommendations.
- Ensure effective administration of the sub-group including provision of agendas and minutes.

Quorum and substitution?

- A minimum quorum of two members and two Officers (one of which will be either Anna Wright or Pete Simpson and the other either Wendy May or Jason Knight) is required for meeting quorum.
- Substitution is permitted with notice of 7 calendar days unless otherwise agreed by the chair.

How often will the Group meet and Group lifespan?

- A series of two – three meetings will be scheduled before the meeting of the Coalville Special Expenses Working Party in December.
- The recommendations will need to be taken to the 14 December 2021 Coalville Special Expenses Working Party to meet the deadlines for the 2022/23 budget setting process.

Coalville Special Expenses Working Party – Terms of Reference

ROLE

- To consider budget and financial issues which either solely or predominantly affect the Coalville special expenses area and to make recommendations to Cabinet.
- To receive reports and examine possible project options on which recommendations will be made to Cabinet.

FREQUENCY OF MEETINGS

- The Coalville Special Expenses Working Party meets as often as is required to meet business demands – usually quarterly.

MEMBERSHIP

- Membership of the Coalville Special Expenses Working Party comprises all ward members from within the special expenses area.
- As this is a working group of Cabinet, political proportionality does not apply.

ATTENDANCE

- The public are invited to attend the meetings of the Coalville Special Expenses Working Party in an observing capacity only.
- To enable public attendance, all meetings will be held in the Council Chamber, where possible.
- All persons attending the meeting are reminded that the meetings may be recorded and by attending you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to Democratic Services using the contact details below if you intend to film or record a meeting.