

**Outline of Business Activity of Finance and Resources Committee**

<b>Business Item</b>	<b>Nearest Committee Date</b>	<b>Member Involvement</b>	<b>Training/Awareness</b>
Budget Policy Setting	14 <sup>th</sup> July 2006	Members need a pre-meeting briefing which sets out the real options for budgets and look forward to 2007/8 and beyond.	Briefing on Resource Needs Formula, grant expectations, Comprehensive Spending Review, relationships between Council Tax and Grant.
Initial Budget Proposals	13 <sup>th</sup> October	Briefing for Members on early budget proposals	Continuation of above
Final Budget	No Meeting December	Understanding of how initial policy “steers” have been included in the final proposal. Grant implications	None
Budget Monitoring	14 <sup>th</sup> July, 13 <sup>th</sup> October, 12 <sup>th</sup> January 2007	Members need to be prepared to properly scrutinise budget monitoring. Particularly action plans.	Some training required to understand monitoring reports and how information is produced. Budget management processes
Prudential Code Monitoring	14 <sup>th</sup> July, 13 <sup>th</sup> October, 12 <sup>th</sup> January 2007	Members need to be prepared to scrutinise this report and understand its implications	Awareness training on Capital Structures and Capital Financing.
Internal Audit Reports	14 <sup>th</sup> July 2006, 12 <sup>th</sup> January 2007	Members need to read reports and be prepared to challenge management responses if appropriate.	Awareness of purpose of Internal Audit and the Audit Plan
External Audit – Interim	13 <sup>th</sup> April 2007	Questions for the auditors	Briefing by Auditors
Management Letter	13 <sup>th</sup> October 2006	Questions for the auditors	Briefing by Auditors
Treasury Management Strategy	12 <sup>th</sup> January 2007	Members need to be able to question this strategy and challenge assumptions	Awareness from Head of F&R
Value For Money Progress Reports	14 <sup>th</sup> July 2006, 12 <sup>th</sup> January 2007	Challenge outcomes and suggest changes or differing approaches	None specific
Statement of Internal Control	12 <sup>th</sup> January 2007	Accept and understand the statement.	Briefing for Head of F&R
CPA Use of Resources – Self Assessment	14 <sup>th</sup> July 2006	Challenge and question officers	Briefing from Head of H&R and I.Services on CPA processes
CPA Use of Resources – Action Planning	14 <sup>th</sup> July 2006	Input into action plans.	None
Capital Budget Monitoring	14 <sup>th</sup> July 2006, 13 <sup>th</sup> October 2006, 12 <sup>th</sup> January 2007	Members need to be prepared to properly scrutinise budget monitoring. Particularly action plans.	None specific.

Property Strategy	12 <sup>th</sup> January 2007	Accept and/or amend property strategy	Briefing from Head of Estates
Transport/Fleet Strategy	13 <sup>th</sup> October 2006	Accept and/or amend fleet strategy	Briefing from Fleet Manager
Asset Management Plan	12 <sup>th</sup> January 2007	Accept and/or amend plan	Briefing from Head of Estates
Risk Management Strategy	14 <sup>th</sup> July 2006	Accept or amend strategy	Extensive session from Risk Manager and/or outsourced approach
Risk Profiles	14 <sup>th</sup> July 2006	Workshop approach to understanding actual risk profiles.	Part of above session
Risk Performance Reports	13 <sup>th</sup> October 2006, 12 <sup>th</sup> January 2007.	Scrutinise and comment on performance	Above
Base Budget Review Results	14 <sup>th</sup> July 2006.	Understand and scrutinise the BBR outcomes	Briefing from Deputy Head of F&R