

Agenda Item	<b>3.</b>
Report No	<b>RES/14/20</b>

## HIGHLAND COUNCIL

**Committee:** Corporate Resources Committee

**Date:** 12 August 2020

**Report Title:** Corporate Resources Budget Sub-Committee

**Report By:** Executive Chief Officer, Finance and Resources

### 1. Purpose/Executive Summary

1.1 This report provides information relating to the Corporate Resources Budget Sub-Committee including scope, membership and meeting arrangements.

### 2. Recommendations

2.1 Members are invited to agree that the Corporate Resources Budget Sub-Committee will:

- i. **oversee** budget, monitoring and outturn activities across the Council's revenue and capital budgets;
- ii. comprise 11 elected members, drawn from membership of the Corporate Resources Committee and selected on the basis of political balance;
- iii. be a sub-committee of, and report to, the Corporate Resources Committee;
- iv. meet monthly, be held in private, and engage with subject matter experts as considered appropriate; and
- v. submit minutes of the Sub-Committee's meetings to the Corporate Resources Committee for consideration and approval.

### 3. Implications

3.1 Resource – the purpose of the Sub-Committee is to **oversee** budget, monitoring and outturn activities across the Council's revenue and capital budgets.

3.2 Legal – the Sub-Committee's considerations will help to support the activities required to enable Highland Council to set a balanced budget as required by statute.

3.3 Community (Equality, Poverty and Rural) – the Sub-Committee will consider and monitor all revenue and capital budgets, and related activities, including those relevant to Area Committees.

3.4 There are no climate change/carbon clever, risk or Gaelic issues arising from this report.

#### **4. Background**

- 4.1 The financial challenges facing the Council are of a scale and immediacy that are unprecedented. As a result, the Corporate Resources Budget Sub-Committee is being established in order to scrutinise and review all matters relating to the Council's revenue and capital budgets.

#### **5. Purpose**

- 5.1 The Sub-Committee will be responsible for **overseeing** budget, monitoring and outturn activities across the Council's revenue and capital budgets.

#### **6. Scope**

- 6.1 The Sub-Committee will receive, scrutinise and keep under review the following:
- i. All year-end annual accounts;
  - ii. Medium and long-term financial strategy documents;
  - iii. Current expenditure in terms of actuals, commitments and predicted out-turns;
  - iv. Review of business intelligence that influences and impacts financial outcomes;
  - v. Capital Programme planning and delivery; and
  - vi. Make recommendations to the Corporate Resources Committee, as required.

#### **7. Membership and Relationships**

- 7.1 Membership of the Sub-Committee will comprise 11 elected members, drawn from the membership of the Corporate Resources Committee, and will be selected on the basis of political balance.
- 7.2 The Corporate Resources Budget Sub-Committee will be a sub-committee of, and report to, the Corporate Resources Committee.

#### **8. Meeting Arrangements**

- 8.1 The following arrangements will be in place for meetings of the Sub-Committee:
- i. Initially the Sub-Committee will meet monthly, alternating between workshops and formal meetings. Workshops will inform the content of reports to the Sub-Committee.
  - ii. The nature of items under discussion are such that meetings will be held in private.
  - iii. External subject matter experts may be invited to provide presentations to the Sub-Committee, should they be required.
  - iv. The minutes of the Sub-Committee meetings will be submitted to the Corporate Resources Committee for consideration and approval.

Designation: Executive Chief Officer, Finance and Resources

Date: 30 July 2020

Authors:

Background Papers: None