

**OVERVIEW AND SCRUTINY  
REPORTING AND MONITORING PROGRAMME**

**Terms of Reference for 2012/13**

**1. Purpose/Objectives of the Review**

The purpose of the enquiry is to review the revenue budget proposals and recommend a short list to Overview and Scrutiny for detailed consideration.

The group will consider suggestions from the public and other councillors for items to be included in the short list for scrutiny.

**2. Outcomes Required**

Short list of revenue budget items for closer consideration by Overview and Scrutiny.

**3. Timetable**

October 2012 Agree Terms of Reference

Early January 2013 – Budget Review

31 January 2013 – Report to Overview and Scrutiny

**4. Responsible Officers**

Lead Officers - Isabell Procter, Rebecca Smith

**5. Resources and Budget**

Isabell Procter, Director of Resources, and Rebecca Smith, Assistant Head of Finance, to provide support and advice.

**6. Final report presented by:**

Completed by 31 January 2012.

**7. Monitoring procedure**

There will be a continuous, ongoing monitoring process by means of updates to Overview and Scrutiny.