

Decision Maker: **Education Budget Sub-Committee**

Date: **31 July 2012**

Decision Type: Non-Urgent Non-Executive Non-Key

TITLE: TERMS OF REFERENCE FOR THE EDUCATION BUDGET SUB-COMMITTEE

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Chief Officer: Tessa Moore, Assistant Director of Education

Ward: Boroughwide

1. REASON FOR REPORT

- 1.1 At its meeting on 12 June 2012, the Education PDS Committee decided to establish an Education Budget Sub-Committee. This report reviews the terms of reference for the new Sub-Committee.

2. RECOMMENDATIONS

2.1 The Education Budget Sub-Committee are invited to:

- (i) consider the Terms of Reference for the Sub-Committee;**
- (ii) refer the Terms of Reference, subject to any amendments by the Sub Committee, to the Education PDS Committee for endorsement.**

Corporate Policy

1. Policy Status: Not Applicable:
 2. BBB Priority: Children and Young People:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: N/A
 4. Total current budget for this head: N/A
 5. Source of funding: N/A
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Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: No Statutory Requirement:
 2. Call-in: Not applicable – this report does not involve an executive decision.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

3.1 The draft Terms of Reference are set out below for review and comment by the Sub-Committee. Once reviewed they will be submitted to the Education Policy Development and Scrutiny Committee for approval.

Non-Applicable Sections:	Policy Implications Financial Implications Legal Implications Personnel Implications
Background Documents: (Access via Contact Officer)	None

**Draft Terms of Reference
Education Budget Sub Committee**

1. Purpose

- 1.1 The Education Budget Sub-Committee (EBSC) shall be responsible for overseeing budget, monitoring and outturn activities across the Education Portfolio.

2. Scope

- 2.1 The EBSC shall be responsible for scrutinising the following areas of the Education Portfolio's business activities:
- a) Advising the Policy Development and Scrutiny Committee on Budgeting.
 - b) Scrutinising the Education Portfolio budgets.
 - c) Scrutinising the outturn of the Education Portfolio budgets.
 - d) Considering changes that occur to grant funding streams.
 - e) Making recommendations to the Policy Development and Scrutiny Committee with regard to funding and finance including savings and efficiencies and grant changes

3. Membership

- 3.1 The membership of the Education Portfolio Budget Sub-Committee shall consist of five Councillors.

4. Relationships

- 4.1 The EBSC shall report to Education Policy Development and Scrutiny Committee on a regular basis on its activities - reports will usually be forwarded to the Policy Development and Scrutiny Committee as information items

5. Meeting Arrangements

- 5.1 The EBSC shall normally meet five times a year to accord with meetings of the Education Policy Development and Scrutiny Committee

6. Review

- 6.1 These terms of reference shall be kept under review by the Education Policy and Scrutiny Committee. The EBSC can recommend changes to the terms of reference and these must be considered at the next Policy and Scrutiny meeting.