



## 1. **PROTOCOL FOR INPUT OF STANDING COMMITTEES TO BUDGET SCRUTINY REVIEWS**

The Director of Operations submitted the following protocol for the working relationship between the Budget Scrutiny and Audit Special Committee and Standing Committees:

- The Budget Scrutiny and Audit Special Committee will seek the views, through joint seminars or by direct report, of the relevant Standing Committee(s) on issues identified in the review process.
- The Budget Scrutiny and Audit Special Committee will include, and comment on, the views of the Standing Committee(s) in its review report to the Council.
- The chair of the relevant Standing Committee or his/her nominee will have the opportunity of attending all meetings of the Budget Scrutiny and Audit Special Committee to assist the committee, in a manner analogous to the Unit Manager who has responsibility for the significant activity.

The review process in summary form will be as follows:

Step 1	Budget Scrutiny approve the terms of reference for the review project
Step 2	Issues identified in the review by the review team are reported to Budget Scrutiny for consideration
Step 3	Budget Scrutiny holds a joint seminar with the relevant Standing Committee(s) to seek their views on the identified issues
Step 4	Budget Scrutiny considers the views raised by the Standing Committee(s) and reports these and its own conclusions and recommendations to Council
Step 5	The Council considers recommendations and determines final outcomes

The Committee has referred the proposed protocol to the Standing Committees for comment. Following consideration of the Standing Committee comments the proposed protocol will be referred to the Council for adoption.