

4. DRAFT WORK PROGRAMME FOR THE BUDGET SCRUTINY AND AUDIT SPECIAL COMMITTEE

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The purpose of this report is to set out a proposed work programme (including time frames) for the review of projects, programmes and outputs by the Budget Scrutiny and Audit Special Committee.

The programme set out below is based on carrying out the review process by significant activity, these being the groupings of outputs used in the Annual Plan.

While there will be different issues to address in each significant activity, the reviews should generally cover the following:

- Identification of current Council resolutions and policy relating to the activity
- Analysis of three year forward budget expenditure and funding methods
- Analysis of 10 year capital programme including the status of significant capital projects, implication of programme for operating costs and key drivers of the capital programme
- Identification of statutory and discretionary activities
- Projects, programmes and outputs where duplication may exist with other public sector providers, the not-for-profit sector and the private sector.
- Realistic options for changes to services and to levels of service
- Review of service delivery arrangements, including any changes in the recent past, comparative/benchmark costs where available. Realistic options for methods of service delivery, including coordination with other council services, joint service provision with other agencies.

The above to be considered in a triple bottom line framework.

WORK PROGRAMME

There is much uncertainty as to how lengthy and complex individual reviews will be. The work programme below will need to be regularly updated and could prove to be very optimistic. At this stage the key issue would be for the Committee to agree the sequence in which activities will be reviewed. For preliminary purposes, four months has been allowed to complete each review, with reviews to commence every two months, this means that there will be two reviews underway at any particular time.

Significant Activity	Commence Review	Complete Review
Waste Minimisation and Disposal	February 2002	June 2002
Car Parking	April 2002	August 2002
Sport, Leisure and Events	June 2002	October 2002
Parks	August 2002	December 2002
Waterways and Wetlands	August 2002	December 2002
Environmental Policy and Services	October 2002	February 2003
City Streets	December 2002	May 2003
Water Supply	March 2003	July 2003
Sewerage	May 2003	September 2003
Libraries and Information Services	July 2003	November 2003
Housing	September 2003	December 2003
Economic Development and Employment	November 2003	March 2004
Community and Customer Services	February 2004	May 2004
Art Gallery	April 2004	July 2004
Public Accountability	June 2004	August 2004

Each of these reviews will commence with a draft terms of reference being tabled for the Committee's approval. The terms of reference will set out the specific objectives to be achieved by the review.

Recommendation: That the above significant activity review work programme be adopted in terms of the sequence of reviews and that it be kept under review in terms of timings.