



BUDGET REVIEW PANEL CHARTER

Adopted: 30 August 2017

TRIM: 5734.2018



BUDGET REVIEW PANEL CHARTER

1. NAME

Budget Review Panel Charter

2. INTERPRETATION

2.1 For the purpose of this charter:

- a) "Act" means the *Local Government Act 1993*;
- b) "CEO" means Council's Chief Executive Officer;
- c) "Code" means Code of Meeting Practice;
- d) "Panel" means Budget Review Panel;
- e) "Council" means the Liverpool City Council;
- f) "Member" means a member of the Panel;
- g) "Observer" means the person attends the meeting but has no voting rights.

3. STATUS OF PANEL

3.1 The Panel is an advisory body tasked with providing advice and recommendations to Council.

4. PURPOSE

4.1 This Panel has been established:

- a) To primarily coordinate the strategic financial planning of Council; and
- b) To develop the long term financial plan and operational budgets to support the delivery of infrastructure and services to the community.

5. FUNCTIONS

5.1 The functions of the Panel are to:

- a) Review and draft the annual budget before submitting to Council;
- b) Receive all applications for funding from staff, Councillors, and community members and make recommendations to Council for funding either through the annual budget or at any normal council meeting;
- c) Develop strategies to address Council's infrastructure backlog;
- d) Review the development of financial plans of Council in line with strategic directions;
- e) Assess and review alternate funding sources and opportunities;
- f) Review Council's performance against the approved annual budget;
- g) Endorse the Quarterly Financial Update;

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- h) Support Council to optimise resources and address financial sustainability in the short, medium and long term.

6. OUTCOMES

- 6.1 The Panel aims to assist Council in achieving an integrated approach to:
 - a) Strategic Planning;
 - b) Financial Management;
 - c) Budget Preparation.

7. PANEL DELEGATIONS

- 7.1 The Panel has no delegation of authority to make decisions in its own right.
- 7.2 The Panel is able to investigate any activity that is within this charter and is able to seek any Council information from any employee of the Council (except those matters which are protected from disclosure under the *Public Interest Disclosures Act 1993*), within the scope of its responsibilities.
- 7.3 The Panel is able to seek independent professional advice.

8. MEMBERSHIP

8.1 Councillor representation:

The Mayor and all Councillors to be members and the Panel.

8.2 Council staff representation:

The CEO (or delegate) will be a member of the Panel and shall assign relevant executive and other staff to this Panel in an observer capacity.

8.3 Support staff

Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

8.4 Chairperson and Deputy Chairperson

8.4.1 The Mayor or Delegate is to be the Chair of the Panel.

8.4.2 The role of the Chairperson is to preside at meetings of the panel. In the absence of the Chairperson, the delegated Chairperson shall preside at the meeting.

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8.4.3 If the Chairperson or the delegated Chairperson is not present at the time designated for the commencement of a meeting, the first business of the meeting must be the election of an acting chairperson to preside at the meeting.

8.4.4 The election of a Chairperson, delegated Chairperson or Acting Chairperson must be conducted:

- a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
- b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

8.5 Other Office Bearers

There are no other office bearers on this Panel. Reports for each meeting will be required.

9. TERM OF OFFICE

9.1 All Councillors will be members of the Panel during their term of office as Councillors.

10. QUORUM AND RECOMMENDATIONS

10.1 The quorum for a meeting of the Panel will be six Councillors.

10.2 Observers or visitors at the meeting do not form part of the quorum.

10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, the Panel members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Panel meeting with a quorum present.

10.4 Wherever possible, recommendations of the Panel will be made on the basis of consensus, that is, when all members present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.

10.5 Panel recommendations are not binding on Council. To obtain Council endorsement, a Panel recommendation must be reported to the Council for its decision.

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- 10.6 A Panel member should notify the Panel Chairperson of their planned absence from a meeting

11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 Meetings of the Panel are normally not open to members of the public because meetings may involve information that would, if disclosed
- a) Confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
 - b) Reveal commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, or confer a commercial advantage on a competitor of Council.
- 11.2 Representatives of organisations or the general community may be invited by the Chairperson to address the Panel on matters on the agenda.
- 11.3 Relevant experts, stakeholders and community members may be invited to participate in the Panel from time to time, as determined by the Panel.

12. TIMETABLE FOR MEETINGS

- 12.1 The Panel shall meet on a three monthly basis. Dates of meetings will be determined annually by the Panel and referred back to Council.
- 12.2 A meeting will be limited to a maximum of two hours' duration, unless the Panel resolves to extend the length of the meeting to a particular time for the completion of business.
- 12.3 Extraordinary meetings may be called by the Chairperson of the Panel in consultation with the CEO (or delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 Panel meetings can only be held if five ordinary days' notice has been given to all members and Councillors.

13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this charter, Panel meetings must be conducted in accordance with Council's Code of Meeting Practice.

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- 13.2 The Panel must observe the provisions of any other relevant Council policies and procedures.
- 13.3 Minutes of meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 13.4 The minutes of each Panel meeting will be submitted to the next available meeting of Council.

14. INSURANCE COVER

- 14.1 Panel members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Panel.

15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of the Panel are required to observe the provisions of Council's Code of Conduct and any other relevant Council policy applicable to the proper functioning of the Panel.
- 15.2 Should a member of the Panel breach Council's Code of Conduct or any other relevant Council policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.
- 15.3 If a Panel member has a pecuniary interest in any matter with which the Panel is concerned, and is present at a meeting of the Panel at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion.
- 15.4 A member of the Panel who has a non-pecuniary conflict of interest in any matter with which the Panel is concerned and is present at a meeting of the Panel at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Panel has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 15.5 A Panel member will deal with a non-pecuniary conflict of interest in at least one of these ways:
 - a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Panel member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.

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b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.

15.6 Panel members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

16. CONFIDENTIALITY AND MANAGING PRIVACY

16.1 Panel members, through their involvement on the Panel, may come in contact with confidential or personal information retained by Council. Panel members are required to maintain confidentiality and security in relation to any such information and not access, use or remove that information, unless authorised to do so.

16.2 The *Privacy and Personal Information Protection Act 1998* and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.

16.3 Should a Panel member become aware of any breach of security, or misuse of Council's confidential or personal information, they should inform the CEO immediately.

17. DISCIPLINARY ACTION

17.1 Should a member of the Panel breach Council's Code of Conduct, the matter will be referred to Council's CEO and will be dealt with in accordance with Council's Code of Conduct and Code of Conduct Procedures.

18. MEDIA PROTOCOL

18.1 The Mayor is the only person permitted to speak to the media on behalf of the Panel.

18.2 No other member of the Panel is permitted to speak to the media in his or her capacity as a Panel member.

19. REVIEW OF THE PANEL AND THIS CHARTER

18.1 Council will review the work of the Panel and this charter every two years.

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AUTHORISED BY

Council Resolution

EFFECTIVE FROM

30 August 2017

DEPARTMENT RESPONSIBLE

Corporate Services (Financial Services)

REVIEW DATE

30 August 2019

VERSION

Version	Amended by	Date	TRIM Number
1	Adopted by Council	23 November 2016	288187.2016
2	Council Resolution	30 August 2017	215697.2017

REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Policy

Liverpool City Council: Procurement Manual and Procedures

Liverpool City Council: Procurement Policy