



Report to: Income Generation Sub-Committee, 11th July 2017

Report of: Head of Finance and Interim S151 Officer

Subject: TERMS OF REFERENCE AND WORK PROGRAMME

1. Recommendation

1.1 That the Sub-Committee notes the content of this report.

2. Terms of Reference of the Income Generation Sub-Committee

2.1 At Annual Council on 16 May 2017, a new Constitution was adopted which set out the governance arrangements for the committee system. Part 3 of the Constitution sets out the roles and responsibilities of the Income Generation Sub-Committee, which are summarised in the table below.

To determine all matters falling within the remit of the Committee which are within the Council's Policy Framework and Budget other than those reserved by this Constitution to the Council

The following functions:

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| <ul style="list-style-type: none">• Oversight of asset reviews (i.e. One Town Review)• Development of income generation proposals• Feasibility work for income generation• Approval and oversight of projects under the Small Development Fund• Reviewing Fees and Charges |
| <ul style="list-style-type: none">• An externally focussed scrutiny function on matters relevant to the functions of the committee, provided that the areas of scrutiny shall be City Plan priorities and the committee shall not undertake more than two scrutiny reviews per annum• The ability to establish member-led task and finish groups on matters relevant to the functions of the committee |

3. Work Programme for the Income Generation Sub-Committee

3.1 The key role and responsibility of the Income Generation Sub-Committee will be developing and monitoring the Council's sources of income. The Sub-Committee will receive quarterly reports on the Council's financial and budgetary performance against its income targets.

3.2 In addition, the Sub-Committee will be responsible for oversight of the Council's use of its assets, in particular the One Town Review.

- 3.3 The Sub-Committee will also give approval for and monitor the progress of the projects included in the Small Projects Development Fund. This is likely to include projects that are at a feasibility review stage and those for full implementation.
- 3.4 The Council's annual budget setting process includes a review of the Fees and Charges, for which the oversight will rest with this Sub-Committee.
- 3.5 An indicative work programme for the Income Generation Sub-Committee is set out below for review by the Sub-Committee.

10 October 2017 Income Generation Sub-Committee
1. One Town Review
2. Progress review of the Small Projects Development Fund
3. Quarter 1 Income monitoring report

16 January 2018 Income Generation Sub-Committee
1. Review of proposed Fees and Charges for 2018/19 budget
2. Progress review of the Small Projects Development Fund
3. Quarter 2 Income monitoring report

27 February 2018 Income Generation Sub-Committee
1. Progress review of the Small Projects Development Fund
2. Quarter 3 Income monitoring report

Ward(s): All wards
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Background Papers: None