



# Overview & Scrutiny Committee

No Direct Ward Relevance

17th October 2007

## PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR HARTNETT, PORTFOLIO HOLDER FOR COMMUNITY SAFETY

The following questions have been suggested by Members of the Overview and Scrutiny Committee. Questions will be posed to Councillor Hartnett, Portfolio Holder for Community Safety at the Overview and Scrutiny Committee meeting on Wednesday the 17th of October.

### Roles and Responsibilities

1. What is your role as a Portfolio Holder?
2. How do you think the role of a Portfolio Holder at Redditch Borough Council could be improved?
3. What additional help do you feel you need to do this?
4. What decision making powers would you like to be given as a Portfolio Holder (if any)?

### Key Issues of Portfolio

5. What are the key issues facing your Portfolio?
6. What solutions do you propose to respond to those issues?
7. What level of research do you, as the Lead Member for your Portfolio area, undertake into the various issues within your remit?
8. What are the three most important pieces of information that you receive in a month and what actions have you initiated as a result?

### Budget and Resource Allocation

9. What role do you have in the budget setting process within your portfolio area?
10. How do you input into the resource identification and allocation process?

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11. How do you monitor decisions about expenditure in your service area?
12. Do you think that Redditch receives its 'fair share' of resources for community safety?
13. What else could we do to ensure that we receive our 'fair share' of resources?

## **Crime Disorder and Reduction Partnership (CDRP)**

14. How do you feel the Crime Disorder and Reduction Partnership (CDRP) is working?
15. How do you monitor the CDRP?
16. How would you change the CDRP to improve it / make it more effective?

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*NB Note draft revision /Update – Page 2. S*

### **REDDITCH BOROUGH COUNCIL** **GUIDE TO / FOR PORTFOLIO HOLDERS**

Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility, .....

CAN	1.	<b>Monitor Council performance</b> informed by documents such as: <ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Corporate Plan</li> <li>• Service Plans</li> <li>• Budgets</li> <li>• E.Government statements</li> <li>• BVPI's / Local PI's (separate document available)</li> <li>• Forward Plan</li> </ul>	*
	2.	<b>Monitor the implementation of Council policy and decisions</b> informed, in addition to the above, by <ul style="list-style-type: none"> <li>• Council reports and Minutes</li> <li>• Personal contact with Officers</li> </ul>	*
	3.	<b>Act as consultee</b> for Members and Officers <ul style="list-style-type: none"> <li>• Formally, in accordance with approved delegations of authority to Officers</li> <li>• Informally for general reference.</li> </ul>	*
	4.	<b>Act as "Spokesperson"</b> for the Council in relation to Press / Media / outside the Council, <b>but not exclusively (other Members may also</b>	

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		<b>have this shared role)</b> (Council decision – 11th October ??)	
	5.	<b>Act as “Rapporteur”</b> a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 <sup>nd</sup> May 2006)	
	6.	<b><i>the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed.</i></b> (Exec January 2007 / Council ...)	
<b>CANNOT</b>		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
<b>MAY</b>	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> <li>• As an approved duty where invited to the meeting</li> <li>• Also as an approved duty when present on own initiative.</li> </ul> <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> <li>• the Executive or Council, via normal report / agenda preparation processes</li> <li>• Regulatory Committees, via normal report /</li> </ul>	

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		agenda preparation processes	
		<ul style="list-style-type: none"><li>• Overview and Scrutiny Committee</li></ul>	
		in accordance with current approved constitutional requirements.	

G:M&C/Members/Portfolio Holder Guide  
& Constitution / Const.documents/revised sms/8.7.6/16.7.7