



Overview & Scrutiny Committee

No Direct Ward Relevance

7th November 2007

PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR BRALEY, PORTFOLIO HOLDER FOR CORPORATE MANAGEMENT

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor Braley, Portfolio Holder for Corporate Management at the Overview and Scrutiny Committee meeting on Wednesday the 7th of November.

Responsibilities of the Portfolio Holder

Key Issues of Portfolio

Budget and Resource Allocation

Any other specific issues relating to the Corporate Management Portfolio

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

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| | | have this shared role) (Council decision – 11th October ??) | |
| | 5. | Act as “Rapporteur” 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 nd May 2006) | |
| | 6. | <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> (Exec January 2007 / Council ...) | |
| CANNOT | | Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority) | |
| | | | * |
| MAY | 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"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. <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"> • the Executive or Council, via normal report / agenda preparation processes • Regulatory Committees, via normal report / | |

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| | | agenda preparation processes | |
| | | <ul style="list-style-type: none">• Overview and Scrutiny Committee | |
| | | in accordance with current approved constitutional requirements. | |
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G:M&C/Members/Portfolio Holder Guide
& Constitution / Const.documents/revised sms/8.7.6/16.7.7