



Overview & Scrutiny Committee

No Direct Ward Relevance

14th October 2009

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

The following questions have been suggested by Members of the Overview and Scrutiny Committee. These questions will be posed to Councillor Braley, Portfolio Holder for Corporate Management, at the Overview and Scrutiny Committee meeting on Wednesday 14th October 2009.

- 1) **What, in your view, is the future of the Business Centres?**
- 2) **How do you rank the different elements of your portfolio?**
- 3) **What are you doing to modernise the Council's IT systems, and in particular, improve IT access for Members?**
- 4) **How robust are the Council's disaster and emergency recovery plans? When were the plans last checked and what were the results of any assessment?**
- 5) **What are your views on the amount of money the Council writes off in debt? Do you have any suggestions for improving the processes currently used by the Council?**

Overview & Scrutiny

Committee

14th October 2009

PORTFOLIO HOLDER / EXECUTIVE COMMITTEE MEMBER ROLES

The following role description for Portfolio Holders at Redditch Borough Council was adopted at full Council on 14th September 2009. This description outlines the role and responsibilities of a Portfolio Holder in detail. Members of the Overview and Scrutiny Committee may find it useful to refer to this role description when considering the Annual Report from the Portfolio Holder.

Executive duties

- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan.
- To encourage performance improvement in all services, consistent with Value for Money principles and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's decision-making processes.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consider budget priorities and actions on the delivery of Council services within the overall policy and budgetary framework agreed by the Council.
- To consult with the Overview and Scrutiny Committee on matters relating to the development and formulation of policy.
- To consult with local Ward Members about policy developments or service initiatives which have a specific relevance to their areas.
- To support positive relationships and practices through co-operative working with Officers and Trade Unions.
- To oversee the investigation of and responses to all Local Authority Ombudsman reports, including any findings of maladministration.
- To commission research, studies or the collection of information relating to policy issues or service delivery.

Portfolio Holder duties

- To provide pro-active political leadership and to be the principal political spokesperson for the designated function / service of the Council set out in the allocated Portfolio.
- To initiate (***subject to any necessary Executive Committee/ Council approvals***) and/or promote policies and programmes in the allocated Portfolio within the Council and externally.
- To provide political leadership in ensuring that service strategies, plans, objectives and targets within his/her area of responsibility are monitored, implemented and achieved.
- To present and consult on the Council's policies in the allocated Portfolio with the public, directly and through appropriate media.

Overview & Scrutiny

Committee

14th October 2009

- To engage actively and represent the Council in appropriate local, regional and national groupings involved with the service areas set out in the allocated Portfolio.
- To make recommendations about the implementation of policies within the allocated Portfolio.
- To report to the Council on decisions made, actions taken and progress achieved within the allocated Portfolio.
- To consult with and report as required to the Executive Committee and the Overview and Scrutiny Committee.
- To commission and consider reports from appropriate Officers as required for the efficient discharge of the Portfolio Holder's duties / responsibilities.
- To keep abreast of national best practice / new initiatives in the areas covered by the Portfolio to help ensure high local service standards and provision.
- To consider and act on performance data and reports from the Executive Committee and the Scrutiny Committee.
- To contribute to the corporate development of the Council's policies and objectives through active engagement of the Executive Committee.
- To work closely with relevant Senior Officers of the Council to support the efficient management of the Council and to uphold high standards of performance and conduct and in enabling Officers to exercise any powers delegated to them.
- To attend meetings of the Overview and Scrutiny Committee as and when required.
- At meetings of the Executive, normally to present / speak to and to move any necessary motions in relation to his/her areas of responsibility.
- To advise the Executive on how to respond to a scrutiny report relating to his/her area of responsibility.

The above activities are in addition to the responsibilities set out in the Core Councillor Role.