

**Appendix to the Minutes of the Overview and Scrutiny Committee –
4th August 2010**

Portfolio Holder Annual Reports – Members' Suggestions

During the course of the Scrutiny Work Programme Planning event Members considered a number of optional models that could be introduced to improve the Portfolio Holder Annual Report process in Redditch (Appendix A). Members considered these options in three groups, which comprised representatives from all the political parties represented on the Council and members representing the Overview and Scrutiny Committee, the Executive Committee and the Overview and Scrutiny membership pool.

The following suggestions were provided by Members regarding the preferred arrangements for the delivery of Portfolio Holder Annual Reports. (These have been listed in no particular order).

Suggestion 1): Overview and Scrutiny should use elements of options 1 – 3 for the Portfolio Holder Annual report process.

The Overview and Scrutiny Committee would receive a performance report, using the traffic light system, focussing on the performance of the services within the remit of the Portfolio Holder at a meeting before the annual report was due to take place. Based on the information provided in this report the Overview and Scrutiny Committee would ask the Portfolio Holder to provide the following:

- a) an overview of their portfolio;
- b) an outline of the achievements made by services within their portfolio remit;
- c) further information about how relevant services were or would be performing in relation to the Council's priorities;
- d) details about future aspirations for relevant services; and
- e) identification of areas of concern.

Suggestion 2) Question and answer session

The Overview and Scrutiny Committee would propose questions for the consideration of the Portfolio Holder in advance of the meeting. The Portfolio Holders would have sight of these questions in advance of the meeting. These questions would focus on:

- a) the achievements of services within the remit of the Portfolio Holder;
- b) areas of concern;
- c) strengths; and
- d) weaknesses.

Suggestion 3) Portfolio Holder Annual Reports to full Council

The Portfolio Holders would be required to deliver an Annual Report at consecutive meetings of full Council rather than at meetings of the Overview and Scrutiny Committee. This approach would comprise the following arrangements:

- a) each Portfolio Holder would be required to deliver a thirty minute presentation at a Council meeting;
- b) the Portfolio Holder would need to provide a written report for this item three weeks before the Council meeting;
- c) members of the Overview and Scrutiny pool would be allowed to submit questions for the consideration of the Portfolio Holder up to two weeks in advance of the Council meeting; and
- d) representatives of the Council's partner organisations would be invited to attend the meeting and would have an opportunity to ask the Portfolio Holders questions. This would help to develop their familiarity with the duties of the Portfolio Holders.

Suggestion 4) Portfolio Holders Delivering Two Reports Each Year

The Portfolio Holders could be asked to deliver two, slightly different reports during the course of the year. This system would operate in the following manner:

- a) During the first half of the year the Portfolio Holder would be invited to present a written report covering:
 - i) how relevant services had performed to date;
 - ii) what improvements could be made to service delivery; and
 - iii) any key issues or actions, including ways that scrutiny could help relevant services, that the Portfolio Holder wished to report for the consideration of the Overview and Scrutiny Committee.
- b) Based on the information provided in this report the Overview and Scrutiny Committee would ask the Portfolio Holder a number of questions.
- c) The Portfolio Holder would deliver an interim written report in the second half of the year covering:
 - i) any changes that might have occurred since the previous report was delivered;
 - ii) any improvements to service delivery that may have occurred; and
 - iii) any deterioration in service delivery that may have occurred.