

## PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR PHIL MOULD, 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 Phil Mould, Portfolio Holder for Corporate Management at the Overview and Scrutiny Committee meeting on Tuesday 11th September 2012.

- 1) Please could you outline what you consider to be:
  - a) The successes within the remit of your Portfolio?
  - b) Areas of concern within the remit of your portfolio?
- 2) What are your long-term plans for:
  - a) The REDI Centre?
  - b) The Anchorage?
- 3) How will the implementation of new ICT systems at the Council impact on the service delivered to customers?
- 4) Following transformation of the services within your remit:
  - a) How will the Council deliver solutions for customers?
  - b) Where will the funding for these solutions be obtained from?
  - c) Will any cuts have to be made?
- 5) How is the Council mitigating the risks involved in reducing the budget available for maintenance of Council properties?
  - a) What are the current methods used for assessing these risks?
- 6) Does the Council undertake an annual inventory of telephone, ICT systems and PAT testing?
  - a) If so how does this work?
  - b) What are the current figures for use of Redditch Borough Council telephone and ICT equipment?

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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, .....

<b>CAN</b>	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	

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		Council, <b>but <u>not exclusively (other Members may also have this shared role)</u></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 /</li> </ul>	

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

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