

 Overview and Scrutiny Committee 8 January 2019		Agenda Item No. 5
Title	Chief Executive's Office- Service Review	
For further information about this report please contact	Andrew Jones Deputy Chief Executive & Monitoring Officer andrew.jones@warwickdc.gov.uk 01926 456830 Andrew Mobbs Leader & Strategic Leadership Portfolio Holder	
Wards of the District directly affected		
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	NA	
Background Papers	NA	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
NA	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	17/12/2018 17/12/2018	Andrew Jones Bill Hunt
Head of Service		
CMT		
Section 151 Officer	18/12/2018	Mike Snow
Monitoring Officer	17/12/2018	Andrew Jones
Finance	18/12/2018	Mike Snow
Portfolio Holder(s)	18/12/2018	Councillors Mobbs & Phillips
Consultation & Community Engagement		
NA		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report brings together details of performance relating to the Chief Executive's Office.

2. **Recommendation**

- 2.1 That Overview and Scrutiny Committee should review the Chief Executive's Office performance report and make observations on it as appropriate.
- 2.2 That the Overview & Scrutiny Committee notes the reports, as set out at Appendix C, from the Leader with regard to his work on PSP Warwick LLP and Coventry & Warwickshire Local Enterprise Partnership (CWLEP) over the last 12 months.

3. **Reasons for the Recommendation**

- 3.1 It has been requested by members that performance details of each service/portfolio are reviewed.
- 3.2 The Chief Executive's Office is presenting this report on performance to the Overview and Scrutiny Committee.
- 3.3 The 2018/19 Service Area Plan for Chief Executive's Office is available as Appendix A. The annual performance report is available as Appendix B.
- 3.4 At its meeting in November the Committee asked the portfolio Holder to provide a written update on the work of the Leader on the LLP and LEP in the last 12 months.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it.

- 4.2 Supporting Strategies - Within the Chief Executive's Office there are two strategies which directly contribute towards the outcome of FFF.

- People Strategy 2016-2020
- ICT & Digital Strategy 2015-19

- 4.3 Changes to Existing Policies - There are no changes to existing policies as a result of this report.

5. **Budgetary Framework**

- 5.1 Annual Budgets for the Chief Executive's Office are set by the Council on an annual basis and budget reports are routinely considered by the Senior Management Team, with quarterly reports issued to the Executive. A separate

report providing further details of the Budgets is being presented to Finance and Audit Scrutiny Committee.

6. Risks

- 6.1 Risks are managed using the service area's Risk Register which is reviewed and updated on a quarterly basis, and is subject to scrutiny by the Finance and Audit Committee on the 8 January 2019.

7. Alternative Option(s) considered

- 7.1 As this report is predominantly for information, at the request of the Overview and Scrutiny Committee, no other options are proposed.