

 EXECUTIVE 12 October 2011		Agenda Item No. 7
Title	Update on the 2011/12 Portfolio Holder Statements	
For further information about this report please contact	Dave Barber, Improvement and Performance Team	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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	8 th June 2011. Minute No.6	
Background Papers	2011/12 Portfolio Holder Statements (see appendices to 8 th June Executive Report)	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes. Ref. 337
Equality & Sustainability Impact Assessment Undertaken	No
These will be undertaken at project level rather than programme level.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	14 th September 2011	Chris Elliott, Andrew Jones
Head of Service	8 th September 2011	Susie Drummond
CMT	14 th September 2011	Chris Elliott, Bill Hunt, Andrew Jones
Section 151 Officer	8 th September 2011	Mike Snow
Monitoring Officer	14 th September 2011	Andrew Jones
Finance		
Portfolio Holder(s)	19 th September 2011	Michael Doody, Les Caborn
Consultation & Community Engagement		
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.		
Appendices prepare by Service Area Managers in consultation with Portfolio Holders		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		
Further update report will be prepared for March or April 2012		

1 SUMMARY

- 1.1 This report updates the Executive on progress against the 2011/12 Portfolio Holder Statements. The Portfolio Holder Statements set out the programme of activity for each portfolio for the current year along with the measures to help understand how effectively we are delivering in relation to the things that matter to customers. Whilst the Statements are aligned with Fit for the Future, they do not address future policy issues facing our services.

2 Recommendations

- i) That the current position regarding progress against the 2011/12 Portfolio Holder Statements be noted.
- ii) That Portfolio Holder Statements be updated in line with the content of section 7 of each of the appendices.

3 Reasons for the Recommendations

3.1 Overview

At the Executive meeting of 8th June 2011, Members agreed to receive update reports on the Portfolio Holder Statements each September and March to enable effective scrutiny of progress to take place and to ensure that the activities within the portfolios are progressing and are co-ordinated.

3.2 Summary of Progress and Changes

- 3.2.1 The appendices to this report provide an overview on the progress, learning and proposed changes of each of the Portfolio Holder Statements.
- 3.2.2 The Portfolio Holder Statements are designed to form the basis of conversations between Service Area Managers and Portfolio Holders about progress within the Portfolio. They are also used to enable Shadow Portfolio Holders to keep track of progress and on a half-yearly basis allow the broader Council membership understand the Administration's direction of travel.
- 3.2.3 As can be seen from the appendices, the measures set out in the Portfolio Holder Statements have been used to help understand how we are progressing and to think about how we can improve our services.
- 3.2.4 Section 7 of each of the appendices shows the proposed changes to the Portfolio Holder Statements. These changes have arisen as a result of learning from the measures and taking action to progress the projects. This has led to new or changing priorities to come into view. Service Area Managers and Portfolio Holders have therefore proposed some changes to measures and projects to reflect this.

4 Policy Framework

- 4.1 The Fit for the Future (FFF) policy framework was approved by Council in October 2010. In May 2011, the Portfolio Holder Statements and Service Area Plans for 2011/12 were developed in line with FFF showing which measures would be used to help us understand how effective we are being in delivering

FFF and setting out the key projects each service will be undertaking during the year.

- 4.2 This report is in line with FFF and provides an update for the Portfolio Holder Statements.

5 Budgetary Framework

- 5.1 Each Service Area budget is agreed using a separate process which takes into account the changing priorities emerging from the learning and updates of the Portfolio Holder Statements and Service Area Plans. The 2011/12 budgets for each portfolio were agreed in February 2011 and form part of the Statements. This budget setting process is currently underway for 2012/13.

6 Alternative Option considered

- 6.1 The option of not reporting on progress of Portfolio Holder Statements to Members was considered. However, as the Statements set out the plans for each for 2011/12 it is vital that Members are made aware of progress so that effective scrutiny can take place and so that the Statements can be formally updated. It is also important that the public have the opportunity to keep abreast of progress.

Appendix A: Corporate and Community Services Portfolio Holder Statement Update

Appendix B: Culture Portfolio Holder Statement Update

Appendix C: Development Portfolio Holder Statement Update

Appendix D: Environment and Community Protection Portfolio Holder Statement Update

(i) Environmental Services

(ii) Community Protection

Appendix E: Finance Portfolio Holder Statement Update

Appendix F: Housing and Property Portfolio Holder Statement Update

Appendix G: Neighbourhood Portfolio Holder Statement Update