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|  | | Executive 18 th March 2009 | Agenda Item No. |
| Title | | Portfolio Holder Statements 2009/10 | |
| For further information about this report please contact | | Dave Barber | |
| Service Area | | ODPI | |
| 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| Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006 | | No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 | | 25/03/2008 Minute No. 1029 | |
| Background Papers | | Draft Service Delivery Plans 2009/10 Portfolio Holder Statements 2008/09 | |
| 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 |
| Officer/Councillor Approval | | | |
| With regard to officer approval all reports <u>must</u> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s). | | | |
| Officer Approval | Date | Name | |
| Relevant Director | 26/02/09 | Chris Elliott | |
| Chief Executive | 26/02/09 | Chris Elliott | |
| CMT | 26/02/09 | | |
| Section 151 Officer | 26/02/09 | Mary Hawkins/Mike Snow | |
| Legal | 25/02/09 | Peter Oliver | |
| Finance | 25/02/09 | Mike Snow | |
| Portfolio Holder(s) | 2/03/09 | Les Caborn | |
| Consultation Undertaken | | | |
| All portfolio holders have consulted with Service Area Managers and Directors in developing the Statements | | | |
| Final Decision? | | | Yes |
| Suggested next steps (if not final decision please set out below) | | | |

1 SUMMARY

- 1.1 This report presents the draft 2008/09 Portfolio Holder Statements for 2009/10. These statements set out the achievements from 2008/09 along with key areas of focus for 2009/10.

2 RECOMMENDATION(S)

- 2.1 That the 2008/09 Portfolio Holder Statements detailed within appendices a – g attached be approved.
- 2.2 That these statements be used by portfolio holders to support focussed performance monitoring and management during 2008/09
- 2.3 That the Portfolio Holder Statements be publicised via the Council website as a public commitment to our plans for 2009/10

3 REASON(S) FOR THE RECOMMENDATION(S)

- 3.1 Portfolio Holder Statements provide a useful bridge between the long term aims of the Corporate Strategy and the need for focussed activity over the coming 12 months.
- 3.2 Each Objective of the Corporate Strategy falls within the remit of a different Portfolio Holder.
- 3.3 The Portfolio Holder Statements therefore provide an important tool in enabling managers and portfolio holders to focus their dialogue during the on the delivery of corporate and service and priorities. They form the basis for quarterly portfolio holder performance briefings
- 3.4 The Statements are also the vehicle through which we tell the public about our priorities for the year. They will therefore be publicised via the Council's website

4 ALTERNATIVE OPTION(S) CONSIDERED

- 4.1 The development and approval of Portfolio Holder Statements to focus annual performance monitoring and management is an essential element of this process.
- 4.2 The only alternative option would be not to prepare them. However this would undermine the role the statements in supporting performance management and providing a vehicle to clarify annual priorities and progress

5 BUDGETARY FRAMEWORK

- 5.1 The actions in the attached appendices have been developed following the approval of the annual budget and are therefore in alignment with this.

6 POLICY FRAMEWORK

6.1 Portfolio Holder Statements link directly to the Corporate Strategy and the policy framework of the authority and support its implementation and delivery.

APPENDICES

Appendix A – Community Portfolio

Appendix B – Corporate & Strategic Leadership Portfolio

Appendix C – Culture Portfolio

Appendix D – Customer & Business Improvement Portfolio

Appendix E – Development Portfolio

Appendix F – Environment Portfolio

Appendix G - Housing Portfolio

Appendix H – Human Resources Portfolio

Appendix I – Legal and Document Management Portfolio