

 Overview and Scrutiny Committee 11th February 2020		Agenda Item No. 4
Title	Chief Executive's Office- Service Area Review	
For further information about this report please contact	Andrew Jones Deputy Chief Executive & Monitoring Officer andrew.jones@warwickdc.gov.uk 01926 456830	
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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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	6 th February 2019	
Background Papers	See above	

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	Date	Name
CMT	31 st January 2020	Chris Elliott Bill Hunt Andrew Jones
Section 151 Officer	31 st January 2020	Mike Snow
Monitoring Officer	31 st January 2020	Andrew Jones
Assets, Democratic Services, Human Resources, ICT	31 st January 2020	Steve Partner, Graham Leach, Tracy Dolphin, Ty Walter
Portfolio Holder	31 st January 2020	Councillor Day
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 review the Chief Executive's Office performance report and make any comments on it as appropriate.

3. **Reasons for the Recommendation**

- 3.1 It has been requested by Members that performance details of each Service Area/Portfolio are reviewed on a rolling Service Area-by-Service Area basis.
- 3.2 The Chief Executive's Office is presenting this report on performance to the Overview and Scrutiny Committee.
- 3.3 The 2019/20 Service Area Plan for Chief Executive's Office is available as Appendix A. The annual performance report is available as Appendix B.

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 (work will be programmed to update this strategy)
- 4.3 Changes to Existing Policies - There are no changes to existing policies as a result of this report.

5. **Budgetary Framework**

- 5.1 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 11 February 2020.

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.