



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

SIGNED OFF BY	Director of Commercial and Investments
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TO	Overview and Scrutiny Committee
DATE	Wednesday, 9 December 2020
EXECUTIVE MEMBER	Deputy Leader and Portfolio Holder for Finance & Governance, Portfolio Holder for Corporate Policy and Resources and Portfolio Holder for Investment & Companies

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Portfolio Holder Briefing - Organisation Portfolios
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RECOMMENDATIONS

To note the Portfolio Holder Briefing on the Organisation Portfolios, as set out in this report, and to provide any observations for consideration by Executive Members.

REASONS FOR RECOMMENDATIONS

To consider the progress of work in the Organisation Portfolios, as of December 2020, including achievements relating to the Borough Council's emergency response to COVID-19.
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EXECUTIVE SUMMARY

1. This report provides an overview of the activities undertaken within the Organisation Portfolio areas in the municipal year to date.
2. The three Organisation Portfolios are Finance, Corporate Direction & Governance, and Investment and Companies.

KEY INFORMATION

Executive Portfolios

3. Following the Annual Council meeting on 29 May 2019, the Leader of the Council appointed the members of the Executive for the municipal year 2019/20 on 30 May 2019. Each member of the Executive undertook an area of responsibility, known as a portfolio. Executive Members continued in their roles in 2020/21 with some additional changes.
4. For operational purposes, these portfolios are aligned with the three themes of the Council's current and emerging Corporate Plans, these being People, Place and Organisation.
5. The three portfolios aligned with the Organisation theme are Finance & Governance, Corporate Policy & Resources, and Investment & Companies.
6. The areas of responsibility of these portfolios are as follows:
 - **Finance & Governance:** Finance and budgets oversight, Internal Audit, service and financial planning, legal services and procurement, Democratic and Elections, Council Tax, Business rates, Counter Fraud, Corporate Debt Recovery and Revenue & Benefits trading.
 - **Corporate Policy & Resources:** Corporate policy, Environmental Strategy, performance and risk management, PMO, IT, Organisational Development & HR, Customer Contact and Communications.
 - **Investment & Companies:** Commercial agenda, investment acquisitions and assets & facilities.

Portfolio Objectives

7. Following their appointment, Executive Members agreed objectives for their portfolio areas.
8. Progress against these objectives was assessed by the Committee last year. Due to the Council's reprioritisation of services and emergency response to the COVID-19 pandemic, objectives were not updated and agreed for 2021/22. The information provided for the consideration of this Committee is therefore an update on business as usual against benchmarks used as part of objectives agreed last year, or draft benchmarks. Information is also provided detailing Portfolio Holder achievements during the emergency response to the pandemic.

9. Progress to date is set out in the presentation slides to the Committee (Annex 1 to this report).

Overview and Scrutiny

10. As part of the Overview and Scrutiny Committee's role of holding the Executive to account, members of the Executive provide regular briefings to the Committee on their portfolios and key items of business within these areas.
11. To reflect the coordinated approach of Portfolio Holders within the Corporate Plan themes, these briefings are presented by theme.
12. The members of the Overview and Scrutiny Committee are invited to consider the briefing provided, and to offer any observations to the Portfolio Holders. These observations will then be considered to help inform future activities within these portfolios.