

Signed off by	Acting Head of Paid Service and Director of People, Director of Place
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To	Overview and Scrutiny Committee
Date	Thursday, 21 October 2021
Executive Member	Deputy Leader and Portfolio Holder for Finance and Governance, Portfolio Holder for Corporate Policy and Resources, Portfolio Holder for Investment and Companies

Key Decision Required	N
Wards Affected	(All Wards);

Subject	Organisation Portfolio Holder Updates
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Recommendations
To note the Portfolio Holder Briefings on the work of the Organisation Portfolios, as set out in the report and presentation, and to provide any observations for consideration by Executive Members.
Reasons for Recommendations
To consider the progress of work in the services which form part of the Organisation Portfolios: Corporate Policy & Resources, Finance & Governance and Investment & Companies and receive a presentation and briefings from the three Portfolio Holders.
Executive Summary
This report and presentation provides an overview of the activities undertaken within the Organisation Portfolio service and policy areas in the municipal year 2021/22 to date.

Key information

Executive Portfolios

1. Following the Annual Council meeting on 27 May 2021, the Leader of the Council appointed Executive Members for the municipal year 2021/22. Each Councillor within the Executive is allocated a specific portfolio responsibility, covering particular service and policy areas.
2. For operational purposes, these portfolios are aligned with the three themes set out in the Borough Council's Corporate Plan: *Reigate & Banstead 2025: Our Five Year Plan* – People, Place and Organisation.
3. The areas of responsibility of the **Organisation portfolio** is as follows:
 - Corporate Policy & Resources: Corporate Policy, Environmental Strategy, Performance Management, Risk, Project Management Office, IT, Organisational Development & HR, Customer Contact, Communications, Data & Insight.
 - Finance & Governance: Finance, Internal Audit, Procurement, Legal, Democratic & Elections, Council Tax, Business Rates, Counter Fraud, Corporate Debt Recovery, Revenue & Benefits Trading.
 - Investment & Companies: Commercial Agenda, Investment Acquisitions, Assets & Facilities.

Overview and Scrutiny

4. 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.
5. To reflect the coordinated approach of the Executive Members (or Portfolio Holders), these briefings are presented by theme throughout the year. Portfolio Holders have an overview and objectives, covering the particular service and policy areas, grouped in the People, Place and Organisation themes. The Organisation Portfolio Holder briefings are the first briefing in the Municipal Year 2021/22; People Portfolio Holder briefings are scheduled to take place at O&S 20 January 2022 and Place Portfolio Holder briefings at O&S 17 March 2022.
6. Members of Overview and Scrutiny Committee are asked to receive the briefings provided and provide Advance Questions, observations and comments to the Portfolio Holders. These will be considered to help inform future activities within these portfolios.