

Portfolio Holder Update: Finance and Governance

For Overview and Scrutiny Committee on 23 November 2020

Summary

Lead Member: Councillor Tom Dawlings – Portfolio Holder for Finance and Governance

Lead Directors: Lee Colyer – Director of Finance, Policy and Development, Steve McGinnes – Mid Kent Services Director (MKS)

Heads of Service: David Candlin – Head of Economic Development and Property, Nicky Carter – Head of HR, Customer Services and Culture, Jane Clarke – Head of Policy and Governance, Rich Clarke – Head of Internal Audit (MKS), Sheila Coburn – Head of Revenues and Benefits (MKS), Jane Fineman – Head of Finance and Procurement, Denise Haylett – Head of Facilities and Community Hubs, Ian Hirst – Head of Digital Services and Communication, Patricia Narebor – Head of Legal Partnership (MKS)

Report Author: Mark O’Callaghan – Scrutiny and Engagement Officer

Classification: Public document (non-exempt)

Wards Affected: All

Approval Timetable	Date
Portfolio Holder	9 November 2020
Overview and Scrutiny Committee	23 November 2020

Recommendations

Officer recommendations as supported by the Portfolio Holder:

1. That the Portfolio Holder’s Update be noted.

1. Introduction and Background

- 1.1 The Overview and Scrutiny Committee meetings with the Cabinet members throughout the municipal year to discuss the progress made towards the Council's priorities. This programme was suspended during the Council's initial response phase to the Coronavirus pandemic which is now sufficiently stable to allow the meetings to resume.
- 1.2 Statements provided by the Portfolio Holder are attached at Appendix A to the report detailing their responsibilities, partnership involvement, plans and strategies and projects for the year ahead.
- 1.3 The Overview and Scrutiny Committee is keen to understand from the Portfolio Holder their ambitions for the year ahead and how those ambitions will be realised. In particular, Portfolio Holders should focus on how our residents, businesses and visitors will see a difference a result of the actions the Council has taken. The meetings are an opportunity for the Portfolio Holder, in their own words, to explain to the Committee and the public how the Council is making a difference to the lives of residents in the Borough.

Drafting Procedure

- 1.4 In a slight change to the process as it was before the lockdown, the Committee were concerned that the scope of the portfolio holder reports was too broad for a meaningful examination and they would like the opportunity to focus on a smaller number of specific issues. The following procedure was therefore established:
 - 1.4.1 In the fourth week before the meeting, the Clerk will draft and distribute a copy of the relevant portfolio holder statement which includes their standing responsibilities as portfolio holders and ask the Portfolio Holder to add any details of their forthcoming plans.
 - 1.4.2 In the third week before the meeting, the Clerk will send the completed statements to the members of the Committee and ask them to identify the issues they are most interested in.
 - 1.4.3 In the second week before the meeting, the Clerk will distribute the list of items the Committee has identified and the Portfolio Holder may at this stage wish to provide further supporting information, copies of strategies, plans, etc. for inclusion in the report.
 - 1.4.4 In the final week before the meeting, any final arrangements will be made. Supporting officers may be invited to attend, further supporting documents may be submitted.

Meeting Procedure

- 1.5 At the meeting the procedure is flexible, this is as much an opportunity for the Portfolio Holder to engage with the Committee as for the Committee to scrutinise the Portfolio Holder. The following guidance is offered as a general rule to help maximise the time.
 - 1.5.1 Portfolio Holders are invited to spend up to five minutes giving an overview of the portfolio and key responsibilities. Information contained in the statement may be taken as read but the Portfolio Holder may set out their personal priorities and discuss some of the issues which are important but that the Committee has not identified as its priorities.
 - 1.5.2 Up to 10 minutes may be spent on presenting on the issues which have been identified by the Committee.
 - 1.5.3 Any members of the public who have registered to speak will be invited to address the Committee after the presentation and before the Committee's questions.
 - 1.5.4 The majority of the time is expected to be spent on questions and answers. Officers may be brought in to provide specific information.

2. Options Considered

- 2.1 The Portfolio Holder's plans and progress update is for information purposes and the Committee will be asked to note the content of the report. However, members may wish to ask questions of the Portfolio Holder and, if necessary, ask that additional information be provided to the Committee at a later date.

3. Preferred Option and Reason

- 3.1 The Committee and Portfolio Holder will work together to identify the best ways of doing things in the future – based on learning from past successes – and how the Overview and Scrutiny Committee can help with achieving the Five Year Plan. The Committee would also like to provide effective scrutiny, including opportunities for public engagement to help ensure that the outcomes provide value for money and improvements to public services.

4. Implementation

- 4.1 The views of the Portfolio Holder and the Committee will be on public record through the webcast and minutes of the meeting.

5. Appendices and Background Documents

Appendices:

- Appendix A: Portfolio Holder Statement: Finance and Governance

Exempt appendices (if any):

- None

Background Papers:

- None

6. Cross Cutting Issues

A. Legal (including the Human Rights Act)

The Local Government Act 2000, section 21 enables an Overview and Scrutiny Committee to undertake the following functions:

- (a) Make reports and recommendations to the Executive or Council;
- (b) Review or scrutinise executive decisions;
- (c) Review or scrutinise non-executive decisions;
- (d) Report on any matter affecting the Council's area.

The arrangements outlined in this report are in accordance with functions permitted to be discharged by the Committee.

Patricia Narebor, Head of Legal Partnership, 13 November 2020.

B. Finance and Other Resources

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

C. Staffing

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

D. Risk Management

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

E. Environment and Sustainability

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

F. Community Safety

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

G. Equalities

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

H. Data Protection

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

I. Health and Safety

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.

J. Health and Wellbeing

The report of for information. As there are no decisions from this report there are no implications.

Mark O'Callaghan, Scrutiny and Engagement Officer, 12 November 2020.