

FINANCE PORTFOLIO DECISION RECORD

16th August 2006

Present:

Councillor Robbie Payne (Finance Portfolio Holder)

Officers: Tony Brown, Chief Solicitor
Jo Wilson, Democratic Services Officer

4. Chief Executive's Departmental Plan 2006/07 – 1st Quarter Monitoring Report – *Chief Financial Officer and Chief Solicitor*

Type of decision

None Key

Purpose of report

To inform the Portfolio Holder of the progress made against the Chief Executive's Departmental Plan 2006/07 in the first quarter of the year.

Issue(s) considered by the Portfolio Holder

The Chief Executive's Service Plan 2006/2007 was agreed by the Portfolio Holder in May 2006 and set out the key tasks/issues within an Action Plan. The Plan also:

- Showed what was to be achieved by the department in the coming year.
- Described how the department contributes to the Organisational Development Improvement Priorities as laid out in the 2006/07 Corporate Plan.
- Provided a framework for managing competing priorities, communicating the purpose and challenges facing the department and monitoring progress against overall Council aims

The report provided a summary of the 1st quarter reviews of key issues and performance indicators in the Chief Executive's Service Plan. Regarding performance indicators the Portfolio Holder was advised that all but two indicators were on schedule to be achieved. The first of these referred to the review of "contracts", aggregate expenditure, introduction of control measures

and the commencement of procurement exercises. Progress had been slow due to the resource demands of the Procurement Unit, other key departmental personnel and other priorities. However the Chief Solicitor clarified that the insurance provisional contract arrangements had been given priority and were now well ahead of target.

The second indicator currently behind schedule was the completion of interim stationery/furniture procurement exercise. It was reported that the stationery exercise had been completed but the furniture exercise would be conducted jointly with Darlington Borough Council and this was now scheduled for completion in August.

The Portfolio Holder queried whether failure to hit these targets would have a detrimental effect. The Chief Solicitor acknowledged that it was always good to be on target but the insurance contract, which was of the greatest priority, had been achieved. In reply to further queries the Chief Solicitor advised that he would ask the Chief Financial Officer for an update on the car payment arrangements.

Decision

That the achievement of key actions and first quarter outcomes of performance indicators be noted.

J A BROWN

CHIEF SOLICITOR

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