

APPENDIX 3

PORTFOLIO HOLDER BIENNIAL REPORTS

2 x PHs per meeting (each PH to attend two meetings a year)

The PH presentation to include items such as:

- Introduction
- A performance update on their Council Strategy T10 programme area(s)
- Budget update
- Strategies and policies
- Successes and Challenges
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- **Introduction which explains what is covered in their PH area**

A simple summary that clarifies what areas are covered within the PH's responsibility.

- **A performance update on their T10 programme area(s)**

In advance of the meeting, members will be provided the specific performance information relating to the PHs T10 area. This report will be generated from Spar.net our Council's performance database.

Members to review the performance indicators and projects. Can challenge the performance, current measures in place, targets and propose any changes they would like to see made.

- **Budget explained**

A budget update will be provided to the PH in advance of their presentation so a verbal update can be provided.

- **Strategies and policies the PH are responsible for**

PHs' to provide a verbal explanation of the current strategies and policies they are responsible for. Members to raise any questions or concerns they have about these.

PHs' to identify when each are due for review or any new ones being considered. PH to invite members of O&S to be involved in the development/review of these – timeframe agreed. (This will drop into the work plan/forward plan for O&S).

- **Successes and Challenges currently being faced and anticipated challenges**

This is an opportunity for the PH to share any successes, and challenges being faced. This allows members to be aware, so can aid future decision making both internally at Teignbridge and any other external meetings they attend.

As per the constitution, O&S could request reports on any specific matters or invite external agencies/organisations in to present at one of their future O&S meetings.

- **Questions**

Questions asked by members that require the PH to supply specific data or information must be submitted to democratic services 5 working days in advance of the meeting. (This allows time for the PH to gather facts from the relevant officers so they are able to respond at the O&S meeting).

Members can ask spontaneous questions to the PH during the meeting about business relating to their T10 or specific PH area. This will be managed by the Chairman. If responses can't be provided there and then, the PH will be asked to prepare a response which will be brought back to the next O&S meeting for discussion.