

Executive Portfolio:	Executive Member for Finance and Governance
Portfolio Holder:	Councillor Chris Hobson
Lead Officer:	Director of Finance, Director of Legal and Governance Services

SCOPE OF PORTFOLIO

The Executive Member for Finance and Governance has the responsibility of ensuring that the Council operates efficiently, openly and fairly. The Executive Member for Finance and Governance has oversight of budgetary issues. Areas falling within the Executive Member for Finance and Governance's portfolio are:

- Human Resources/payroll
- Legal Services
- Democratic/Member Services
- ICT
- Business Continuity and Risk Management
- Customer Services and Complaints and Compliments
- Information Governance
- Performance Management
- Project and Programme Management
- Financial Management
- Procurement
- Investment Strategy
- Valuation and Estates
- Teesside Pension Fund (as administering authority)
- Business Rates
- Housing Benefits
- Council Tax
- Borrowing Investments and Cash Management
- Insurance
- Information Security
- Adult Commissioning
- Social Care Commissioning

Policy Framework

- Strategic Plan (Overview)
- Council's Budget Strategy
- Capital Strategy
- Medium Term Financial Plan
- Pay Policy Statement

Other Plans and Strategies

- Corporate Equality and Diversity Policy
- People Strategy
- Digital Strategy
- Corporate Risk Management Strategy
- Strategic Risk Register
- Corporate Business Continuity Plan

- Annual Audit and Inspection Letter
- Treasury Management
- Member Development Strategy
- Procurement Strategy
- Information Governance Strategy
- ICT Strategy
- Estates Strategy
- Customer Strategy

Functions at Head of Service Level

- Financial Governance
- Financial Planning
- Teesside Pension Fund
- Strategy Information and Governance
- Legal Services
- Democratic Services including Registrars and Coroners Services
- Revenues and Benefits
- Human Resources
- ICT

Other Roles

- Responsibility (jointly with Deputy Mayor for Digital City Business Trading Ltd including appointment of suitable Directors to act on the Council's behalf.
- Liaison with Internal and External Audit as necessary
- Representation at NEREO/NEPC
- Representation at NEPO
- Corporate governance/decision making

In circumstances where it is considered that an Executive Member would have a prejudicial interest the matter will be referred to the Deputy Mayor.