

SERVICE DESCRIPTION FORM

Department: Chief Executive, Policy and Governance	
Service: Chief Executive's Office	
Gross Budget	(£000s)
Staff costs	2,136
Supplies & Services	84
Transport	12
Payments to Other Bodies	107
Total	2,339
Income	(£000s)
Recharge to HRA	109
Charges for services	33
Grants	21
Total	163
<p>Charges for services relates to the 2 / 3 play groups, which are line managed by the Community Support Unit and so fall within this service.</p> <p>The Council receives grant support towards the English as a Second or Other Language project. This heading also includes contributions towards Community Planning initiatives from Community Planning partners.</p> <p>The recharge to the HRA relates to a contribution towards corporate management costs, in accordance with government guidance.</p>	
Description:	
<p>The Chief Executive is responsible for providing leadership, and the co-ordination of national and local policy development across all services of the Council.</p> <p>The Corporate Policy Unit is responsible for performance management, complaints, equalities, communications and public performance reporting, and administers the Community Planning partnership.</p> <p>In 2010/11 the Council received 622 Freedom of Information requests. 90% were responded to within 20 working days. Across the same period the Council received 356 complaints. 81% were responded to within 20 working days.</p> <p>The Community Support Unit provides developmental support, training & assistance to community groups & organisations.</p>	

Outcomes / impacts:

The Chief Executive is responsible for leading with the development of the Council's Single Outcome Agreement and monitoring performance against the agreed outcomes contained therein.

The overall management and direction of the Council and its resources is steered by the department. It sets out the handling and delivery of agreed priorities. The Council has to show how it is meeting local and national priorities and objectives and that services are run in a fair, open and transparent way.

Staff Information

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