

# REPORT FOR: **CABINET**

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<b>Date of Meeting:</b>	17 October 2013
<b>Subject:</b>	Appointment of Portfolio Holder Adviser
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Hugh Peart, Director of Legal and Governance Services
<b>Portfolio Holder:</b>	Councillor Susan Hall, Leader of the Council
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	Yes
<b>Enclosures:</b>	Appendix A – Role Profile

## **Section 1 – Summary and Recommendations**

This report sets out the details of Portfolio Holder Adviser and the areas of responsibility.

### **Recommendations:**

That the appointment of Councillor Christine Bednell as Portfolio Holder Adviser to the Portfolio Holder for Children and Schools with responsibility for Children and Schools be confirmed, together with the role profile set out at appendix A to the report.

### **Reason: (For recommendation)**

To enable support to be provided to the Portfolio Holder in terms of information provision and management to contribute and ensure an effective decision-making framework as part of the democratic process.

## Section 2 – Report

### Introductory paragraph

The elected Leader of the Council is required to notify the information set out below:

- name of the Deputy Leader of the Council
- names of Cabinet Members and their delegated authorities (ie their Portfolios).

The Cabinet confirms appointment of Portfolio Holder Advisers without any decision-making powers to assist Cabinet Members in undertaking the full extent of their roles effectively.

The SRA to the Portfolio Holder Adviser is to be paid only if there is agreement from the Leader and the relevant Cabinet Member. In such an event, the entire SRA paid to the Portfolio Holder Adviser will be deducted from the SRA of the relevant Cabinet Member. The level of Special Responsibility Allowance (SRA) payment for a Portfolio Holder Adviser is £6,630 per annum. Only one SRA payment may be made to a Member, in addition to the Basic Allowance, and the recipient Member is entitled to choose which level of SRA should be paid.

### Options considered

None.

### Portfolio Holder Advisers

Councillor Christine Bednell is notified appointed as Portfolio Holder Adviser, without any formal decision-making powers. A relevant generic role profile is attached at Appendix A to outline the extent of her duties.

<b>Portfolio Holder Adviser (Ward)</b>	<b>Identified Remit</b>	<b>Responsible Cabinet Member and Portfolio</b>
Councillor Christine Bednell (Stanmore Park)	Children and Schools	Councillor Janet Mote, Portfolio Holder for Children and Schools

### Legal Implications

Portfolio Advisers do not have any of the powers of the Portfolio Holder.

### Financial Implications

The Portfolio Holder Adviser role attracts a SRA of £6,630 per annum. Only one SRA payment may be made to a Member, in addition to the Basic Allowance. All costs associated with the SRA payment to Members will be contained within the current budget envelope.

### **Performance Issues**

Performance Management will be contained directly within the Group. It is anticipated that the appointment of this role will enhance an effective decision-making process in terms of democratic delivery and thereby deliver an improved experience to residents.

### **Environmental Impact**

There are no specific environmental impacts beyond a contribution to smoother decision-making processes being put in place.

### **Risk Management Implications**

The Council's Corporate Risk Register addresses decision-making and this are would fall within this category.

Risk included on Directorate Risk Register? No

### **Equalities implications**

There are no current equalities implications.

## **Section 3 - Statutory Officer Clearance**

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 8 October 2013		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 7 October 2013		

## **Section 4 – Performance Officer Clearance**

Name: Martin Randall	<input checked="" type="checkbox"/>	on behalf of the Divisional Director Strategic Commissioning
Date: 8 October 2013		

## Section 5 – Environmental Impact Officer Clearance

Name: Andrew Baker



on behalf of the  
Corporate Director  
(Environment &  
Enterprise)

Date: 8 October 2013

## Section 6 - Contact Details and Background Papers

### Contact:

Daksha Ghelani, Senior Democratic Services Officer

Tel: 020 8424 1881

[daksha.ghelani@harrow.gov.uk](mailto:daksha.ghelani@harrow.gov.uk)

**Background Papers:** Council's Constitution – Article 7 of the Executive Procedure Rules and Part 6, Members' Allowances Scheme

<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=1092&MId=62230&Ver=4&Info=1>

**Call-In Waived by the  
Chairman of Overview  
and Scrutiny  
Committee**

**NOT APPLICABLE**

*[Call-in applies]*