

REPORT FOR: **CABINET**

Date of Meeting:	16 October 2014
Subject:	Appointment of Portfolio Holder Assistant
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor David Perry, Leader of the Council
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – Job Description of Portfolio Holder Assistant

Section 1 – Summary and Recommendations

This report sets out the proposals by the Leader of the Council for a named Portfolio Holder Assistant, the Ward she represents and her area of responsibility under the identified Cabinet Member.

Recommendations: Cabinet is requested to approve

- (i) the appointment of the identified Portfolio Holder Assistant and responsibilities;
- (ii) the payment of Special Responsibility Allowance (SRA) to the Portfolio Holder Assistant with the implementation date of 16 October 2014.

Reason: (For recommendation)

To enable the support to Cabinet Member in terms of information provision and management to contribute to and ensure an effective decision making framework as part of the democratic process.

Section 2 – Report

Introductory paragraph

2.1 The Local Government Public Involvement in Health Act 2007 requires the elected Leader of the Council to notify the information set out below:

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

2.2 The Cabinet may also appoint Portfolio Holder Assistants without any decision making powers, to assist Cabinet Members in undertaking the full extent of their roles effectively. Details of a further appointment are set out below for confirmation. A relevant generic job description is attached to fully outline the extent of her duties. It is recommended that the level of SRA payment of £2,040pa will be effective from the date of the Cabinet meeting.

Portfolio Holder Assistant

The following Councillor is notified appointed as Portfolio Holder Assistant, without any formal decision making powers.

Portfolio Holder Assistant (to be appointed)	Identified Remit	Responsible Cabinet Member/Portfolio
Councillor Mitzi Green (Kenton East Ward)	Corporate Parenting	Councillor Simon Brown/Children, Schools and Young People

For completeness, details of the Portfolio Holder Assistants appointed by Cabinet in July and September 2014 are also set out below for information.

Portfolio Holder Assistant (appointed July 2014)	Identified Remit	Responsible Cabinet Member/Portfolio
Councillor Christine Robson (West Harrow Ward)	Children's Health and Social Care	Councillor Simon Brown/Children, Schools and Young People
Councillor Pamela Fitzpatrick (Headstone South Ward)	Adult Safeguarding and Domestic Violence	Councillor Margaret Davine/Adults and Older People
Councillor Barry Kendler (Edgware Ward)	Community Safety and Transport	Councillor Varsha Parmar/Environment, Crime and Community Safety

Options considered

None.

Legal Implications

The Council's Constitution provides for the appointment of Portfolio Holder Assistants. The role has no decision making powers in relation to the Portfolio, whether or not the relevant Portfolio Holder is absent. Portfolio Holder Assistants should not sit on scrutiny committees that scrutinise their area of work.

If appointed as Portfolio Holder Assistant, Councillor Mitzi Green will need to be replaced as a Reserve Member on Call-in Sub-Committee (Education).

Financial Implications

The Portfolio Holder Assistant role attracts an SRA (Special Responsibility Allowance) of £2,040 per annum.

Only one SRA payment may be made to a Member, in addition to the Basic Allowance. If the recommendation is approved to appoint a Portfolio Holder Assistant holding the remit for Corporate Parenting, the Member concerned will attract an SRA. All costs associated with the SRA payment to Members will be contained within the current budget.

Performance Issues

It is anticipated that the appointment of these roles will enhance an effective decision making process in terms of democratic delivery and thereby deliver an improved experience for residents.

Environmental Impact

No specific environmental impacts beyond a contribution to smoother decision making process being put in place.

Risk Management Implications

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

Equalities implications

There are no direct equalities implications.

Council Priorities

The appointment of Portfolio Holder Assistants to various Cabinet Members will contribute indirectly to the Council Priorities of:

- Making a difference for the vulnerable
- Making a difference for communities
- Making a difference for local businesses
- Making a difference for families.

Section 3 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 3 October 2014		
Name: Matthew Adams	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 6 October 2014		

Section 4 – Performance Officer Clearance

Name: Martin Randall	<input checked="" type="checkbox"/>	on behalf of the Divisional Director Strategic Commissioning
Date: 3 October 2014		

Section 5 – Environmental Impact Officer Clearance

Name: Hanif Islam



on behalf of the
Corporate Director
(Environment &
Enterprise)

Date: 3 October 2014

Ward Councillors notified:

NO

Section 6 - Contact Details and Background Papers

Contact: Daksha Ghelani, Senior Democratic Services Officer

Tel: 020 8424 1881

Email: daksha.ghelani@harrow.gov.uk

Background Papers:

Council's Constitution

<http://www.harrow.gov.uk/www2/ieListMeetings.aspx?CId=1092&Info=1&bcr=1>

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

NOT APPLICABLE

[Call-in applies]

Job Description - Portfolio Holder Assistant

A Portfolio Holder Assistant (PHA) may be appointed to support a Portfolio Holder or Portfolio Holders in carrying out their duties in a variety of ways. For example:

- (a) A PHA may be appointed to assist a Portfolio Holder in all his/her duties or to assist in a particular specific area.
- (b) A PHA may be appointed to assist several Portfolio Holders in a particular specified area which is covered by more than one Portfolio Holder.
- (c) A PHA may be appointed to assist two or more Portfolio Holders in different specified areas.

On appointment, the specific duties of the PHA must be specified and will be subject also to the following general considerations. PHAs have no decision-making powers.

Within their specified duties, PHAs will:

1. Keep abreast of best national practice and new initiatives and brief the Portfolio Holder accordingly.
2. Assist the Portfolio Holder in establishing and maintaining professional, effective and efficient working relationships with opposition groups, chairs of committees and with other Councillors.
3. Undertake such responsibilities as may arise or be required from time to time other than decision-making.
4. Deputise as required for the Portfolio Holder within the limits or conditions set by the Portfolio Holder where this does not require direct Executive decision taking.
5. Assist the Portfolio Holder to manage their workload and deal with such issues or projects (whether long term or time limited) as shall be agreed with them.
6. Develop direct, effective working contacts with Corporate Directors, Directors and Heads of Service and their staff and external partners, and assist the Portfolio Holder with maintaining effective policy and management links with them.
7. Act as a point of contact for the Portfolio Holder within the relevant political group.
8. Advise and support the Portfolio Holder on particular and ad hoc issues and opportunities arising from their own participation in Council activity and externally, and also on strategic issues.
9. Help to promote specific media opportunities relating to key projects, with regular feedback to the Portfolio Holder.