

## Report for: **Cabinet**

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<b>Date of Meeting:</b>	25 May 2023
<b>Subject:</b>	Appointment of Portfolio Holder Assistants
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Jessica Farmer - Interim Director of Legal and Governance Services
<b>Portfolio Holder:</b>	Councillor Paul Osborn - Leader of the Council and Portfolio Holder for Strategy
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	No
<b>Wards affected:</b>	All
<b>Enclosures:</b>	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 named Portfolio Holder Assistants and their area of responsibility under the identified Cabinet Member.

#### Recommendations:

Cabinet is requested to approve:

- (1) the appointment of the identified Portfolio Holder Assistants and responsibilities and note that these supersede previous appointments;
- (2) the payment of Special Responsibility Allowance (SRA) to the Portfolio Holder Assistants from 25 May 2023.

**Reason: (for recommendations)**

To enable the support to Cabinet Members 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 Act 2000 as amended by 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;
- 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 or part of their roles effectively. Details of appointments are set out below for approval. A relevant generic job description is attached at Appendix 1 to fully outline the extent of their duties. It is recommended that the level of SRA payment of £2,267 per annum will be effective from the date of the Cabinet meeting.

### Portfolio Holder Assistants

The following Councillors are proposed as Portfolio Holder Assistants, without any formal decision-making powers.

Portfolio Holder Assistant	Identified Remit	Responsible Cabinet Member
Cllr Philip Benjamin	Planning and Regeneration	Cllr Marilyn Ashton
Cllr Nicola Blackman	Customer Experience Communities	Cllr Stephen Greek Cllr Jean Lammiman
Cllr Matthew Goodwin-Freeman	People (Children and Adult Services)	Cllr Hitesh Karia/Cllr Pritesh Patel
Cllr Nitesh Hirani	Business and Employment	Cllr Norman Stevenson
Cllr Kuha Kumaran	IT	Cllr Stephen Greek
Cllr Vipin Mithani	Environment	Cllr Anjana Patel
Cllr Zak Wagman	Finance	Cllr David Ashton

### 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 shall not participate in or vote on the scrutiny of matters within their identified remit as approved by Cabinet.

### **Financial Implications**

The Portfolio Holder Assistant role attracts an SRA (Special Responsibility Allowance) of £2,267 per annum. Only one SRA payment may be made to a Member, in addition to the Basic Allowance. The cost of the SRAs will be contained within the budget for Members' allowances

### **Equalities implications / Public Sector Equality Duty**

There are no direct equalities implications.

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

### **Statutory Officer: Dawn Calvert**

Signed by the Chief Financial Officer

**Date: 12/05/23**

### **Statutory Officer: Jessica Farmer**

Signed by the Monitoring Officer

**Date: 19/05/23**

## **Section 4 - Contact Details and Background Papers**

**Contact:** Nikoleta Kemp, Senior Democratic and Electoral Services Officer, [Nikoleta.Kemp@harrow.gov.uk](mailto:Nikoleta.Kemp@harrow.gov.uk). Tel. 07761 405 898

**Background Papers:** [Council's Constitution](#)

## **APPENDIX 1**

### **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 also be subject 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, 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.