

REPORT FOR: CABINET

Date of Meeting: 14 September 2010

Subject: Appointment of Portfolio Holder Assistants

Key Decision: No

Responsible Officer: Hugh Peart, Director of Legal and Governance Services

Portfolio Holder: Councillor Bill Stephenson – Leader of the Council

Exempt: No

Decision subject to Call-in: Yes

Enclosures: None

Section 1 – Summary and Recommendations

This report sets out the proposals by the Leader of the Council for named Portfolio Holder Assistants, the wards they represent and their areas of responsibility under the identified Cabinet Members.

Recommendation: Cabinet is requested to approve

- (i) the appointment of the identified Portfolio Holder Assistants and responsibilities.
- (ii) the payment of SRA Allowances to the Portfolio Holder Assistants with a retrospective implementation date of 1st July 2010.

Reason: (For recommendation)

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

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
- names of Cabinet Members and their delegated authorities (ie Portfolio's).

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. A list of proposed Portfolio Holder Assistants is set out below for confirmation, it being noted that the relevant named Councillors have been acting within the identified roles since 1st July 2010. The level of SRA payment (£2,040 per annum) will therefore be backdated to be with effect from this date.

Portfolio Holder Assistants

The following Councillors are notified appointed as Portfolio Holder Assistants, without any formal decision making powers. A relevant generic job description is attached to fully outline the extent of their duties:

<u>Portfolio Holder Assistant</u>	<u>Identified Remit</u>	<u>Responsible Cabinet Member & Portfolio</u>
Councillor Zarina Khalid (Queensbury Ward)	Youth Services	Councillor Mitzi Green Children's Services
Councillor Ajay Maru (Kenton West Ward)	Enterprise	Councillor Keith Ferry Planning, Development & Enterprise
Councillor Varshar Parmar (Marlborough Ward)	Public Realm	Councillor Phil O'Dell Deputy Leader, Environment & Community Safety
Councillor David Perry (Marlborough Ward)	Sport	Councillor Rekha Shah Community & Cultural Services Councillor Mitzi Green Children's Services Councillor Phillip O'Dell Deputy Leader, Environment & Community Safety
Councillor Victoria Silver (Kenton East Ward)	Communications Adult Services	Councillor Bill Stephenson Leader, Finance & Business Transformation Councillor Margaret Davine Adult Social Care, Health & Wellbeing
Councillor Ben Wealthy (Greenhill Ward)	Housing	Councillor Bob Currie Housing

1. Financial Implications

- 1.1. The Portfolio Holder Assistant role attracts an Special Responsibility Allowance of £2,040.00 per annum. Only one SRA payment may be made to a Member, in addition to the Basic Allowance. All costs associated with the Special Responsibility Allowance payment to Members will be contained within the current budget envelope.

2. Performance Issues

- 2.1. Performance Management will be contained directly within the Group. 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.

3. Environmental Impact

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

4. Risk Management Implications

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

Risk included on Directorate risk register? NO

5. Equalities Impact

- 5.1. There are no current equalities implications.

6. Corporate Priorities

The appointment of Portfolio Holder Assistants to various Cabinet Members should contribute indirectly to the 3 Council Priorities of:

- Deliver cleaner and safer streets
- Improve support for vulnerable people
- Build stronger communities

Section 3 - Statutory Officer Clearance

Name: Steve Tingle Date: 27 August 2010	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Name: Matthew Adams Date: 27 August 2010	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer

Section 4 – Performance Officer Clearance

Name: Alex Dewsnap



Divisional Director
Partnership, Development
and Performance

Date: 27 August 2010

Section 5 – Environmental Impact Officer Clearance

Name: John Edwards



Divisional Director
(Environmental Services)

Date: 27 August 2010

Section 6 - Contact Details and Background Papers

Contact: Pauline Ferris, Democratic & Electoral Services Manager (tel: 020 8424 1269)

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 their 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 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 in line **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 with 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.