

Cabinet Supplemental Agenda

Date: Thursday 23 June 2022

Agenda - Part I

- 14. Appointment of Portfolio Holder Assistants (Pages 3 - 8)**

Report of the Director of Legal and Governance.

- 15. Appointment of Cabinet Advisory Panels, Consultative Forums and Appointment of Chairs (Pages 9 - 26)**

Report of the Director of Legal and Governance.

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Report for: Cabinet

Date of Meeting:	23 June 2022
Subject:	Appointment of Portfolio Holder Assistants
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Paul Osborn, Leader of the Council and Portfolio Holder for Strategy
Exempt:	No
Decision subject to Call-in:	No
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 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 23 June 2022

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 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 £2,179 pa 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	Cllr Stephen Greek
Cllr Salim Chowdhury	Communities	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 £2,179 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: 20/06/2022

Statutory Officer: Hugh Peart

Signed by the Monitoring Officer

Date: 20/06/2022

Section 4 - Contact Details and Background Papers

Contact: Nikoleta Kemp, Senior Democratic and Electoral Services Officer, Nikoleta.Kemp@harrow.gov.uk

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.

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Report for: Cabinet

Date of Meeting:	23 June 2022
Subject:	Cabinet Advisory Panels, Consultative Forums and Appointment of Chairs
Key Decision:	No
Responsible Officer:	Hugh Peart - Director of Legal and Governance Services
Portfolio Holder:	Councillor Paul Osborn - Leader of the Council and Portfolio Holder for Strategy
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix A - Panels & Consultative Forums - Memberships, Chairs and Nominated Members Appendix B – Cabinet Advisory Panels Terms of Reference

Section 1 – Summary and Recommendations

This report sets out the memberships and terms of reference of Cabinet Panels and Consultative Forums, including the Chairs and Nominated Members. The Terms of Reference of the bodies are set out in the Council's Constitution.

Recommendations:

- 1) That the membership and terms of reference of Cabinet Panels and Consultative Forums, the Chairs and Nominated Members of the

Panels and Consultative Forums as set out in Appendix A to the report be confirmed.

- 2) That the membership and terms of reference of the Planning Policy Advisory Panel set out in Appendix B to the report be approved and the Constitution amended accordingly by the Monitoring Officer under delegated authority.
- 3) That it be noted that the Major Development Panel will not be established and will be deleted from the Constitution by the Monitoring Officer under delegated authority.

Reason: (for recommendations)

To confirm appointments and to allow the Panels to be constituted.

Section 2 – Report

Introductory paragraph

Members of Council bodies are appointed in accordance with the wishes of the political groups. The names of the Members, including the Chairs and Nominated Members, are set out at Appendix A to the report.

Options considered

There are no options to be considered.

Legal Implications

There are no legal implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

Equalities implications / Public Sector Equality Duty

There are no equalities implications associated with this report.

Council Priorities

This report has no direct effect on the Corporate Priorities.

Section 3 - Statutory Officer Clearance

Statutory Officer: Hugh Peart

Signed by/on behalf of the Monitoring Officer

Date: 22/06/2022

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: NO

EqlA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact: Nikoleta Kemp, Senior Democratic and Electoral Services Officer,
Nikoleta.Kemp@harrow.gov.uk

Background Papers: [Council Constitution](#)

Call-in waived by the Chair of Overview and Scrutiny Committee – NO

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Cabinet Advisory Panels 2022/23

(Membership in order of political group nominations)

(1) Corporate Parenting Panel (5)

	Conservative (3)	Labour (2)
I. Members	Matthew Goodwin-Freeman Chetna Halai Hitesh Karia (CH)	Simon Brown * Aneka Shah-Levy
II. Reserve Members	1. Vipin Mithani 2. Govind Bharadia 3. Zak Wagman	1. Sasi Suresh 2. Krishna Suresh

Adviser:

(1) Valerie Griffin

(CH) = Chair

* Denotes Group Members for consultation on administrative matters.

(2) Harrow Business Consultative Panel (4)

	Conservative (2)	Labour (2)
I. Members	Norman Stevenson (CH) Samir Sumaria	Natasha Proctor * Sasi Suresh
II. Reserve Members	1. Ramji Chauhan 2. Susan Hall	1. Varsha Parmar 2. Aneka Shah-Levy

(CH) = Chair

* Denotes Group Members for consultation on administrative matters.

(3) Planning Policy Advisory Panel (7)

	Conservative (4)	Labour (3)
I. Members	Marilyn Ashton (CH) Christopher Baxter Stephen Greek Zak Wagman	Stephen Hickman Asif Hussain David Perry *
II. Reserve Members	1. Salim Chowdhury 2. Anjana Patel 3. Paul Osborn 4. Norman Stevenson	1. Graham Henson 2. Varsha Parmar 3. Krishna Suresh

(CH) = Chair

* Denotes Group Members for consultation on administrative matters.

(4) Traffic and Road Safety Advisory Panel (7)

	Conservative (4)	Labour (3)
I. Members	Nicola Blackman Thaya Idaikkadar Ameet Jogia (CH) Vipin Mithani	Shahania Choudhury Jerry Miles * Phillip O'Dell
II. Reserve Members	1. Nitesh Hirani 2. Kanti Rabadia 3. June Baxter 5. Kuha Kumaran	1. Peymana Assad 2. Stephen Hickman 3. Asif Hussain

Advisers:
TBC

(CH) = Chair

* Denotes Group Members for consultation on administrative matters.

To note the membership of the following informal bodies.

Constitution Review Working Group (5)

	Conservative (3)	Labour (2)
I. Members	Christopher Baxter Paul Osborn (CH) Norman Stevenson	Graham Henson * Varsha Parmar
II. Reserve Members	1. Amir Moshenson 2. Pritesh Patel 3. Marilyn Ashton	1. David Perry 2. Simon Brown

Member Development Working Group (5)

	Conservative (3)	Labour (2)
I. Members	Jean Lammiman (CH) Mina Parmar Kanti Rabadia	Natasha Proctor * Aneka Shah-Levy
II. Reserve Members	1. Janet Mote 2. Hitesh Karia 3. Vacancy	1. Rekha Shah 2. Krishna Suresh

(CH) = Chair

* Denotes Group Members for consultation on administrative matters.

Social Services Executive Bodies

Adoption Panel (1)

Conservative

I. Hitesh Karia
Members

Fostering Panel (1)

Conservative

I. Hitesh Karia
Members

[Note: In relation to the Adoption Panel, the statutory guidance states that 'where possible, the Local Authority should appoint an elected member from the corporate parenting group or a member with responsibility for children's services.']

Clinical Commissioning Group Joint Working Bodies

Children and Young People's Partnership (2)

Conservative

Labour

I. Hitesh Karia (CH)
Members

Stephen Hickman

Consultative Forums

“Advisory” Committees established under Section 102(4) of the Local Government Act 1972, appointed by Cabinet

(Membership in order of political group nominations)

Employees’ Consultative Forum (7)

Council Representatives

	Conservative (4)	Labour (3)
I. Members	David Ashton Philip Benjamin Ameet Jogia Mina Parmar	Kandy Dolor Graham Henson Natasha Proctor *
II. Reserve Members	1. Pritesh Patel 2. Susan Hall 3. Paul Osborn 4. Norman Stevenson	1. Rashmi Kalu 2. Eden Kulig 3. David Perry

[Note: In accordance with the Forum’s Terms of Reference, the Council membership should include the Leader and/or Deputy Leader, Portfolio Holder with responsibility for human resources].

Employee Representatives: (minimum of one to a maximum of three representatives from each recognised Trade Union)

UNISON Representatives	Sharon Haynes, John Royle, Davis Searles
GMB Representatives:	Pamela Belgrave, Ann Jones
Teacher Representatives	Louise Crimmins (National Education Union), Anne Lyons (National Association of Headteachers), (1 vacancy)

(Note: The Chair of the Employees’ Consultative Forum shall be an Employee side representative in 2022/2023, and the Vice-Chair is to be appointed by the Council side. These appointments shall thereafter alternate in succeeding years).

(CH) = Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

Joint Arrangements Committee

West London Economic Prosperity Board (5) (1 Member, 1 Reserve)
(Joint Committee of the Boroughs of Barnet, Brent, Ealing, Harrow and Hounslow)

	Conservative (1)	Labour (0)
I. Members	Paul Osborn	-
II. Reserve Members	1. Marilyn Ashton	-

Cabinet Advisory Panels

Terms of Reference

Corporate Parenting Panel

Purpose

1. To ensure that the Council is fulfilling its duties towards Looked After Children corporately and in partnership with other statutory agencies.
2. To consider matters referred to the Panel within its terms of reference and to make recommendations to Cabinet/Portfolio Holder as appropriate including:
 - a. Approving annually the Statement of Purpose for the Adoption Service
 - b. Approving annually the Statement of Purpose for the Fostering Service
 - c. To ensure all councillors are aware of their corporate parenting responsibilities through Mandatory training and communication.

Role of the Panel

1. To take an overview of the Council's and partner agencies responsibilities towards looked after children (LAC) and examine ways the life chances of looked after children and care leavers can be improved.
2. Ensure there are good joint working arrangements between council departments and partner agencies.
3. To consider and regularly annually a Corporate Parenting Strategy setting out key priorities and areas for action. The Corporate Parenting Strategy will be submitted to Cabinet and full council for consideration and decision on approval.
4. To provide a forum for Children Looked After (CLA) to participate and influence policy and to have opportunity to talk about issues relating to their own direct experiences of services they have received. The Board will ensure that the positive experiences/services are maintained and lessons are learnt and changes made where required.
5. To comment on and contribute to plans, policies and strategies for LAC and make recommendations for action.
6. To have a monitoring role, by receiving regular progress reports and data on all key Performance Indicators for all LAC e.g. educational attainment (including implementation of Personal Education Plans) and health assessments.
7. Monitor the plans/needs of children in Secure Accommodation.

8. To receive regular reports on the needs of care leavers including employment, further education, training and housing.
9. To receive annual reports on the following services
 - Adoption
 - Fostering
 - Complaints
10. To meet with LAC and their carers on a regular basis to consult and celebrate achievements, festivals etc.
11. To manage and arrange Member visits to
 - Children's Homes
 - Foster Placements
 - Frontline Services (as indicated in the Victoria Climbié Audit)

Membership

The Corporate Parenting panel will comprise:

A proportionate number of 6 Elected Members

Service Users, Carers and Schools (Non-Voting)

- At least 1 Care leaver
- 1 Foster Carer
- 1 Virtual Head Teacher

Senior Officers (advisors to the Panel – to attend as appropriate to the work of the Panel)

- Director of Children's Services
- Divisional Director Children and Young People
- Head of Service Corporate Parenting
- LAC Nurse
- Housing Needs Manager
- Business Intelligence

Harrow Business Consultative Advisory Panel

Terms of Reference

1. To enable consultation between the Council and representatives of local non-domestic ratepayers required by Section 65 of the Local Government Finance Act 1992 and to provide information regarding the Council's expenditure proposals for the future budget in accordance with Non-Domestic Ratepayers (Consultation) Regulations 1992. The minutes of the meetings to be reported to the Cabinet.
2. To facilitate consultation between the Council and representatives of the business community as required by the Authority.

Planning Policy Advisory Panel

The Terms of Reference and Delegated Powers of the Planning Policy Advisory Panel are:

1. To provide input into the development of planning policy within the borough by giving detailed consideration to:
 - (a) the Local Development Framework / Local Plan and its Development Plan Documents and matters incidental thereto;
 - (b) representations received to Development Plan Documents and any amendments proposed;
 - (c) monitoring the implementation of the Framework / Local Plan, its review and modification as necessary.
2. To provide input into all other planning policy matters such as the designation of Conservation Areas and amendments to their boundaries and the designation of locally listed buildings.
3. To give detailed consideration to and make recommendations to Cabinet in respect of:
 - (a) The use of the Community Infrastructure Levies (CIL) funds;
 - (b) Reviewing and commenting upon changes to the CIL Charging Schedule and S106 Supplementary Planning Documents (SPG).
4. To oversee the implementation of the Borough Wide CIL / Infrastructure Delivery Plan (IDP) prepared to support strategic growth in the Borough and to make recommendations to Cabinet where appropriate
5. To oversee the development of proposals for individual major development sites or significant capital / infrastructure projects within the borough including:
 - (a) Providing comments on pre application proposals received by the Council for such sites;
 - (b) Reviewing progress of strategic development sites within the borough and considering site specific planning and development briefs.

Traffic and Road Safety Advisory Panel

Terms of Reference

To make recommendations on the following:

- Traffic management;
- Management and control of parking both on and off-street;
- Operational aspects of public transport within the Borough.

Including consideration of:

- Petitions, Deputations
- Scheme Approval (from existing budgets), including consultation results and authority to make traffic orders.
- Objections to traffic orders
- Investigations into traffic problems (other than those identified by petition etc)
- Local Safety Schemes Annual Review
- Consultations from neighbouring authorities on traffic management schemes on or near boundary
- Amendments to London Lorry Ban operation
- Approval of model traffic orders
- References and motions from other bodies
- Setting traffic management criteria e.g. traffic calming.

Consultative Forums

Employees' Consultative Forum

Terms of Reference

1.0 Consultation

1.1 The Employees' Consultative Forum (ECF) is the primary mechanism by which Council Members will consult Union Representatives on specific matters of mutual interest. The ECF shall make recommendations to the Cabinet on such issues. In addition, the ECF will receive reports on actions from the ECF Sub-Group.

1.2 The ECF will meet at least twice annually.

2.0 Equal Opportunities

2.1 The ECF will seek to promote Equal Opportunities in Employment within the Council, ensuring compliance with all the relevant equalities legislation.

2.2 The ECF will ensure the effective implementation of 'Making a Difference – Making Equality of Opportunity a Reality'. The ECF will receive and comment on regular reports including:-

- Statistics and progress on meeting equality targets including an annual report on employment issues analysed by protected characteristics.

3.0 Health & Safety

3.1 The ECF will seek to promote health and safety and welfare within the Council and will keep under review the measures taken to ensure health and safety and welfare at work. The Forum will receive and comment on reports, including:-

- The Council's half-year and annual health and safety performance report providing an update of health and safety activities and giving information on outcome measures.

3.2 Any health and safety and welfare matters which are the responsibility of the Council as set out in the schedule to the Council's Constitution must be referred to the Licensing and General Purposes Committee.

4.0 Budget

The ECF will consider the budget, as part of the Council's consultation on the budget setting process and make comments on the recommendations.

5.0 Membership

5.1 The permanent membership of the Forum shall be as follows: -

- a) 7 Councillors to include the Leader / Deputy leader and the Portfolio Holder with responsibility for Human Resources.
- b) A minimum of one and maximum of 3 representatives from each recognised trade union. (Note the number of representatives for each trade union to be determined by their notified membership numbers).

5.2 The Council Members shall be appointed annually by the Cabinet. If a Council Member is unable to attend any meeting then a duly appointed Reserve Council Member may attend in their place.

5.3 The Employee Side Representatives shall be nominated to the Head of Paid Service within 14 days of each Annual Council. If an Employee Side representative is unable to attend any meeting they may nominate a substitute who shall be co-opted onto the committee for the purposes of that meeting.

5.4 The role of chairing the ECF will rotate between Council Members and Employee Side representatives each Municipal Year.

5.5 The Employee Side will agree amongst themselves who will take the Chair and notify Democratic Services.

5.6 Others who may attend the Forum include:-

Head of Paid Service, Corporate Directors & Directors (or representative)
Trade Union Branch Secretaries (or representative)
Trade Union Branch Regional Officials (as required)
Representatives from Employee Support Groups – for the Annual Equality in Employment report.
Other officers as required.

For the meeting to be quorate, it must be attended by a minimum of three Council Members and two trade union representatives from different trade unions.

6.0 Recommendations of the Employees' Consultative Forum

6.1 Recommendations of the ECF are reached by a majority vote among elected Members.

6.2 Recommendations of the ECF must go to the relevant portfolio holder or Cabinet, who are the last stage in the local procedures and in the normal course of events, will be implemented immediately (subject to the call-in period).

(Note: A proposal to establish any subsidiary body of this Committee shall be subject to its prior referral to and approval by Cabinet).

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