REPORT FOR: CABINET

Date of Meeting: 30 May 2019

Subject: Appointment of Portfolio Holder Assistants

Key Decision: No

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

Portfolio Holder: Councillor Graham Henson, 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 named Portfolio Holder Assistants, the Wards they represent and their area of responsibility under the identified Cabinet Member.

Recommendations: Cabinet is requested to approve:

(i) the appointment of the identified Portfolio Holder Assistants and responsibilities and note that these supersede previous appointments;

(ii) the payment of Special Responsibility Allowance (SRA) to the Portfolio Holder Assistants with the implementation date of 30 May 2019.
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

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 £2,100 pa will be effective from the date of the Cabinet meeting.

Portfolio Holder Assistants

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

<table>
<thead>
<tr>
<th>Portfolio Holder Assistant</th>
<th>Identified Remit</th>
<th>Responsible Cabinet Member/Portfolio</th>
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</thead>
<tbody>
<tr>
<td>Councillor Ajay Maru (Kenton West Ward)</td>
<td>Business</td>
<td>Councillor Keith Ferry Deputy Leader Regeneration, Planning and Employment</td>
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<tr>
<td>Councillor Angella Murphy-Strachan (Edgware Ward)</td>
<td>Corporate Parenting</td>
<td>Councillor Mrs Christine Robson Young People and Schools</td>
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<td>Councillor Chloe Smith (Rayners Lane Ward)</td>
<td>Communications</td>
<td>Councillor Graham Henson Leader of the Council Strategy, Partnerships Devolution and Customer</td>
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<tr>
<td>Councillor Dan Anderson (Harrow on the Hill Ward)</td>
<td>Engagement with local groups</td>
<td>Councillor Sue Anderson Community Engagement and Accessibility</td>
</tr>
<tr>
<td>Portfolio Holder Assistant</td>
<td>Identified Remit</td>
<td>Responsible Cabinet Member/Portfolio</td>
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<tr>
<td>Councillor David Perry</td>
<td>Regeneration</td>
<td>Councillor Keith Ferry</td>
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<tr>
<td>(Malborough Ward)</td>
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<td>Deputy Leader</td>
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<td></td>
<td></td>
<td>Regeneration, Planning and Employment</td>
</tr>
<tr>
<td>Councillor James Lee</td>
<td>Community Cohesion East</td>
<td>Councillor Krishna Suresh</td>
</tr>
<tr>
<td>(Edgware Ward)</td>
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<td>Community Cohesion and Crime</td>
</tr>
<tr>
<td>Councillor Maxine Henson</td>
<td>Resilient Harrow</td>
<td>Councillor Simon Brown</td>
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<tr>
<td>(Roxbourne Ward)</td>
<td></td>
<td>Adults and Public Health</td>
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<tr>
<td>Councillor Niraj Dattani</td>
<td>Innovation</td>
<td>Councillor Adam Swersky</td>
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<tr>
<td>(Kenton East Ward)</td>
<td></td>
<td>Finance and Resources</td>
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<tr>
<td>Councillor Peymana Assad</td>
<td>Community Cohesion West</td>
<td>Councillor Krishna Suresh</td>
</tr>
<tr>
<td>(Roxeth Ward)</td>
<td></td>
<td>Community Cohesion and Crime</td>
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<tr>
<td>Councillor Sarah Butterworth</td>
<td>Youth initiatives</td>
<td>Councillor Mrs Christine Robson Young People and Schools</td>
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<td>(Harrow on the Hill Ward)</td>
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**Options considered**

None.

**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.

Risk included on Directorate risk register? Yes

Separate risk register in place? No

**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 £2,100 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.

**Procurement Implications**
None.

**Equalities implications / Public Sector Equality Duty**
There are no direct equalities implications.

**Council Priorities**
The Council’s vision: Working Together to Make a Difference for Harrow

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.

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**Section 3 - Statutory Officer Clearance**

<table>
<thead>
<tr>
<th>Name: Sharon Daniels</th>
<th>on behalf of the Chief Financial Officer</th>
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<tbody>
<tr>
<td>Date: 17 May 2019</td>
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<table>
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<tr>
<th>Name: Hugh Peart</th>
<th>Monitoring Officer</th>
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<td>Date: 20 May 2019</td>
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**Ward Councillors notified:** NO, as it impacts on all Wards
Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic and Electoral Services Manager
Tel: 020 8424 1097
Email: elaine.mceachron@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
NO
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.