

**Request by Member for Scrutiny Review  
2010/11 Work Programme**



Please complete the form below to request consideration of your issue by the  
Overview and Scrutiny Committee

<b>Proposers Name:</b>  Councillor C. Whitbread	<b>Date of Request</b> 24.5.10
<b>Supporting Councillors (if any):</b>  	
<b>Summary of Issue you wish to be scrutinised:</b>  I wish to propose that the Overview & Scrutiny Committee commission a study of the opportunities for setting up assistants to portfolio holders so as to assist with portfolio holder duties and aid succession planning.  I would like the review to cover the following matters:  (a) any statutory restrictions on what an assistant can undertake on behalf of a Cabinet member or the Cabinet itself; (b) a list of duties and responsibilities which could given to assistants; (c) amendments to the constitution including terms of office, appointment etc; (d) whether assistants should be "paired with specific portfolio holders; (e) Whether a special responsibility allowance could be applicable to such appointments and could be reviewed by the Remuneration Panel on the basis of a designed job description.  The Leader of the Council previously experimented with a similar system which was operated informally but I feel that this would benefit from being in the constitution, as is the case with several other councils of which I am aware.	
<b>NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION</b>	

**Public Interest Justification:**

**The main public interest justification is, in my view that Cabinet operations will benefit from wider knowledge of its procedures and responsibilities. In turn this will assist in succession planning as members of the council retire. Although this is essentially an internal procedure, the district will, it is hoped, see the benefits of an orderly Cabinet handover when membership changes.**

**Impact on the social, economic and environmental well-being of the area:**

**There is no direct impact on the well being of the District at present. However there is no procedure of identifying future talent within the elected membership.**

**An effective way of securing a pool of councillors who can step up to being Cabinet members should assist the overall governance of the Council to the benefit of decision making generally.**

**Another benefit will be to allow delegation of portfolio holder workload to ensure that Cabinet work is progressed more effectively.**

**Council Performance in this area (if known: Red, Amber, Green):**

**This has been tried by the Leader of the Council previously on an informal basis.**

**Keep in Context (are other reviews taking place in this area?)**

**Not at present**

**Office Use:**

**Pick score:**

**Considered By OSCC:**