
Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 10th February 2015

Decision Type: Non-Urgent Non-Executive Non-Key

Title: EXECUTIVE ASSISTANTS: ANNUAL REPORT 2014/15

Contact Officer: Graham Walton, Democratic Services Manager
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Chief Officer: Mark Bowen, Director of Corporate Services

Ward:

1. Reason for report

- 1.1 As part of this Committee's decisions in relation to the Members' Allowances Scheme 2008/09, it was agreed that this Committee should receive an annual report from each of the Executive Assistants outlining the work they have undertaken over the past year in justification of the receipt of their allowance (currently £3,573.22pa). This decision was reaffirmed by the Committee at subsequent meetings. The Members Allowances Scheme 2014/15 allows for up to five Executive Assistants, but only one Executive Assistant was appointed at the start of 2014/15 – Councillor Diane Smith (Care Services). In January 2015 a second appointment has just been announced – Cllr Will Harmer assisting the Leader. Reports from current Executive Assistants in 2014/15 are due to be attached as **Appendix 1** and will be circulated as soon as they are available.

2. **RECOMMENDATION(S)**

The Committee is requested to consider and, if appropriate, comment on the submissions received from the Executive Assistants relating to the work they have undertaken during 2014/15.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous reports to General Purposes and Licensing Committee

Corporate Policy

1. Policy Status: Existing Policy: Payments to Executive assistants are made under the London Borough of Bromley Members' Allowances Scheme, which is reviewed annually.
 2. BBB Priority: Excellent Council:
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Financial

1. Cost of proposal: Estimated Cost: In June 2014, only one Executive Assistant was appointed, resulting in an allowance of £3,573.22. A second appointment has only just been made.
 2. Ongoing costs: Recurring Cost:
 3. Budget head/performance centre: Democratic Representation
 4. Total current budget for this head: £1,165,780
 5. Source of funding: 2014/15 Revenue Budget
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Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: None relating to annual reports from Executive Assistants, but requirements relating to the Members Allowances' Scheme are found in Sections 18 and 19 of Local Government and Housing Act 1989, Section 100 of Local Government Act 2000 and The Local Authorities (Members' Allowances) (England) Regulations 2003.
 2. Call-in: Not Applicable: This report does not involve an executive decision
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Currently two Councillors
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments: N/A