

**Decision Maker:** **GENERAL PURPOSES AND LICENSING COMMITTEE**

**Date:** Monday 6 February 2017

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

## Title: EXECUTIVE ASSISTANTS - ANNUAL REPORT 2016/17

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

**Ward:** N/A

## **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 £3,576pa). This decision was reaffirmed by the Committee at subsequent meetings. The Members Allowances Scheme 2016/17 allows for up to five Executive Assistants, but only four were appointed for 2016/17 – Councillors Lydia Buttinger (Environment), Will Harmer (assistant to the Leader), Tom Philpott (Education) and Diane Smith (Care Services).
  - 1.2 Reports have been requested from the current Executive Assistants for 2016/17 and are attached as Appendix A. The outstanding reports will be circulated as soon as they are available

## 2. RECOMMENDATION

**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 2016/17.**

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children, Policy, Financial, Personnel, Legal, Procurement
Background Documents: (Access via Contact Officer)	Previous reports to General Purposes and Licensing Committee

## Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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## 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 May 2016, four Executive Assistants were appointed, resulting in total allowances of £14,300 (£3,575 for each appointment.).
  2. Ongoing costs: Recurring Cost:
  3. Budget head/performance centre: Democratic Representation
  4. Total current budget for this head: £1,061,060
  5. Source of funding: Revenue Budget
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## Personnel

1. Number of staff (current and additional): Not Applicable
  2. If from existing staff resources, number of staff hours: Not Applicable
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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:
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## Procurement

1. Summary of Procurement Implications: Not Applicable
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## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Currently 4 Councillors
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## Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

## Reports from Executive Assistants 2016/17

### **Councillor Tom Philpott**

**(Executive Assistant to the Education Portfolio Holder)**

In my second year as Executive Support Assistant to the Portfolio Holder for Education I have continued to work on a wide range of specific projects at the request of the Portfolio Holder as well as assisting him with a number of on-going issues and challenges.

### **Education landscape**

As the education landscape continues to evolve with the natural, organic move towards a fully academised school system, and also with the potential implications of the Government's "*Schools That Work for Everyone*" consultation, I have been able to bring my extensive external experience on UK education policy to support Cllr Fortune in his role. We have continued to work together to ensure that Bromley has the right position, approach and contacts to take optimum advantage of the government's education reforms.

In particular I have been able to provide briefings and insight into:

- The implications of the Education Act 2011 (and the subsequent updated Department for Education Guidance published following the 2015 General Election).
- The role of the Regional Schools Commissioner
- The Free Schools application process administered directly by the Department for Education
- The Education Funding Agency

### **Engaging ward members**

Working with the lead officer for Pupil Place Planning Mr Rob Bollen, I have continued to roll out ward level briefings for all members of the council to provide them with a real-time update on the place planning issues and proposals within wards, as well as rigorous and useable data which helps add context to decisions and developments.

Feedback has been very positive and it is hoped that this project will continue to give members an easy to read, up to date and relevant snap-shot of the challenges in this policy area and what plans exist to address them. Updated versions of these profiles should be published in the summer when fresh data is available and this will create a further opportunity for members to feed back.

### **Supporting ward members**

I have continued to act as 'point person' on ward specific issues such as improvements to school sites. This has required me to monitor feedback and information from colleagues and officers and to liaise with fellow members and Cllr. Fortune on resolution, as appropriate.

### **Issues**

In addition to these specific projects I have also been able, again using my prior professional experience, to support the Portfolio Holder in managing a number of issues. For instance, supporting the department in its communication around issues like academy conversion, youth services funding and Bromley's performance in national tests and performance measures.

In addition to the work outlined above I also served on the Executive Working Group on Child Safeguarding and Corporate Parenting. I have also represented Councillor Fortune at various sub-committees and working groups of the Education Select Committee.

**Councillor Diane Smith**  
**(Executive Assistant to the Care Services Portfolio Holder)**

(To follow)

**Councillor Lydia Buttinger**  
**(Executive Assistant to the Environment Portfolio Holder)**

(To follow)

**Will Harmer**  
**(Executive Assistant to the Leader)**

(To follow)