

## CABINET ITEM COVERING SHEET PROFORMA

**AGENDA ITEM**

**REPORT TO CABINET**

**9<sup>TH</sup> FEBRUARY 2017**

**REPORT OF SENIOR  
MANAGEMENT TEAM**

### **CABINET DECISION**

**Leader of the Council – Councillor Cook**

#### **ASSISTANT CABINET MEMBERS**

1. Summary

To outline the process and timeline for the appointment of Assistant Cabinet Members.

2. Recommendations

Recommended that:-

1. The proposed creation of the positions of Assistant Cabinet Members on a non-remunerated basis supporting future succession planning arrangements, be approved.
2. Appointments to these positions be confirmed by the Leader at Annual Council on 5<sup>th</sup> April 2017.

3. Reasons for the Recommendations

To assist in future succession planning and enhancing existing member development through enhancing their capacity.

4. Members' Interests

Members (including co-opted Members) should consider whether they have a personal interest in any item, as defined in **paragraphs 9 and 11** of the Council's code of conduct and, if so, declare the existence and nature of that interest in accordance with and/or taking account of **paragraphs 12 - 17** of the code.

Where a Member regards him/herself as having a personal interest, as described in **paragraph 16** of the code, in any business of the Council he/she must then, **in accordance with paragraph 18** of the code, consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest and the business:-

- affects the members financial position or the financial position of a person or body described in **paragraph 17** of the code, or
- relates to the determining of any approval, consent, licence, permission or registration in relation to the member or any person or body described in **paragraph 17** of the code.

A Member with a personal interest, as described in **paragraph 18** of the code, may attend the meeting but must not take part in the consideration and voting upon the relevant item of business. However, a member with such an interest may make representations, answer questions or give evidence relating to that business before the business is considered or voted on, provided the public are also allowed to attend the meeting for the same purpose whether under a statutory right or otherwise (**paragraph 19** of the code)

Members may participate in any discussion and vote on a matter in which they have an interest, as described in **paragraph 18** of the code, where that interest relates to functions of the Council detailed in **paragraph 20** of the code.

### **Disclosable Pecuniary Interests**

It is a criminal offence for a member to participate in any discussion or vote on a matter in which he/she has a disclosable pecuniary interest (and where an appropriate dispensation has not been granted) **paragraph 21** of the code.

Members are required to comply with any procedural rule adopted by the Council which requires a member to leave the meeting room whilst the meeting is discussing a matter in which that member has a disclosable pecuniary interest (**paragraph 22** of the code)

**AGENDA ITEM**  
**REPORT TO CABINET**  
**9<sup>TH</sup> FEBRUARY 2017**  
**REPORT OF SENIOR**  
**MANAGEMENT TEAM**

## **CABINET DECISION**

**LEADER OF THE COUNCIL Councillor Cook**

**ASSISTANT CABINET MEMBERS**

### **SUMMARY**

To outline the process and timetable for the appointment of Assistant Cabinet Members.

### **RECOMMENDATIONS**

Recommended that:-

1. The proposed creation of the positions of Assistant Cabinet Members on a non-remunerated basis supporting future succession planning arrangements, be approved.
2. Appointments to these positions be confirmed by the Leader at Annual Council on 5<sup>th</sup> April 2017.

### **DETAIL**

1. Stockton are well versed in providing development opportunities to support succession planning for officers. This report discusses an approach for elected members to support the development of Assistant Cabinet Member positions. As part of discussions around developing and enhancing the onward development of elected members with a view towards succession planning, Cabinet are invited to consider the process and timetable for the appointment of Assistant Cabinet Members. The role of the Assistant Cabinet Member would be to shadow and assist their identified Cabinet Portfolio holder and develop a more thorough understanding of the various responsibilities of a Cabinet Member, whilst gaining an in-depth knowledge of their particular service area. The position of Assistant Cabinet Member would not incur a Special Responsibility Allowance (SRA).
2. It is proposed that the appointment of Assistant Cabinet Members for the following Cabinet portfolios be confirmed by the Leader at Annual Council on 5<sup>th</sup> April 2017:-
  - Corporate
  - Adult Services & Health
  - Access, Communities & Community Safety
  - Arts, Leisure & Culture

- Children & Young People
- Environment & Housing
- Regeneration & Transport

3. A proposed Job Description for the post is attached at **Appendix 1**.
4. It would be a matter for each majority group (at the time) to determine the exact process by which interest in such positions would be firstly sought and then determined, however an Expression of Interest form has been devised (**Appendix 2**) to assist the majority group with this process.
5. It would be a requirement for this process to be complete and the names of the Assistant Cabinet Members confirmed by the Leader at Annual Council on the 5<sup>th</sup> April 2017. An agenda for the meeting, including agenda items seeking confirmation of both Cabinet and Assistant Cabinet Members positions will be issued on the 28<sup>th</sup> February 2017.

## **FINANCIAL AND LEGAL IMPLICATIONS**

### **Financial**

6. There are no financial implications arising from this report and the proposals make no impact on the existing Members Allowance Scheme.

### **Legal**

7. There are no legal implications arising from the report.

## **RISK ASSESSMENT**

8. The risks arising from what is proposed can be categorised as low risk.

## **COUNCIL PLAN IMPLICATIONS**

9. Stronger Communities.

## **COMMUNITY IMPACT ASSESSMENT**

10. There is no requirement for an assessment.

## **CONSULTATION**

11. Via discussions held with Leader and senior officials within the majority group.

Assistant Director Administration, Democratic and Electoral Services  
Contact Officer: Margaret Waggott  
Telephone No: 01642 527064  
E-mail Address: [margaret.waggott@stockton.gov.uk](mailto:margaret.waggott@stockton.gov.uk)

Background Papers:  
Ward(s) and Ward Councillors:

Not Applicable  
Not Applicable

Property Implications:

Not Applicable