

**REPORT OF OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE:
PERSONAL ASSISTANT TO THE LEADER AND THE DEPUTY LEADERS**

**EXE 070807
ITEM 6**

LEAD MEMBER: Cllr P Connolly, Chair, Overview and Scrutiny Management Committee

LEAD OFFICER: Neil White

REPORT AUTHOR: Neil White

SUMMARY: Three members of the Council (Cllrs Mrs Y Clarkson, K Hitchen and A Norwood) exercised their right under Overview and Scrutiny procedure rules to call in the Executive's decision of 11 July 2007 (**EXE/07/0040**) on the Funding for New Post – PA to Leader and Deputies. This report gives the findings and recommendations made by the Overview and Scrutiny Management Committee in respect of their enquiries.

RECOMMENDATIONS: That the recommendations made in section 2 be accepted.

1. INTRODUCTION

1.1 The Committee met on two occasions to consider evidence:

- Friday 13 July 2007
- Monday 16 July 2007

1.2 In the course of these meetings the Committee considered the following written evidence:

- The report to and decision of the Executive of 11 July 2007 on Funding for New Post – PA to Leader and Deputies.
- The report to and decision of the Personnel Panel of 28 June 2007 on Job profile – Personal Assistant to Leader.

The Committee heard two hours of oral evidence from appropriate witnesses.

2 RECOMMENDATIONS

2.1 The Committee would like to thank all the witnesses for their helpful evidence and for their time at short notice. The Committee gained a much better understanding of the amount of work that is done by the Leader on behalf of the Council.

2.2 The Committee unanimously agreed that, on the evidence before them, there was a definite need for a post of Personal Assistant to the Leader and the Deputy Leaders. The Committee would like the post to be advertised immediately.

2.3 The Committee found the information on the proposed roles of the Deputy Leaders very useful and would like this information to be sent to all members of the council for their information.

- 2.4 The Committee, whilst noting that there was no funds available at the time, were however concerned by the use of contingencies to fund the post and would have preferred that the post had been funded through the Council's normal budgetary process.
- 2.5 The Committee would like officers to explore the possibility of the Nuclear Decommissioning Authority funding some of the work the Leader of the Council does on the closure of Sellafield.
- 2.6 The Committee would like to see in future the Human Resources Department being fully involved in all job reviews and that when reported to the Personnel Panel that the job review include the job description and a full analysis of the need for the post.
- 2.7 The Committee would also like to see a report submitted to a future meeting of the Overview and Scrutiny Management Committee on the use of contingencies.