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AT A MEETING of the Independent Remuneration Panel of  
HAMPSHIRE COUNTY COUNCIL  
held at the castle, Winchester on Tuesday, 24th September, 2019

Present:

Julia Abbott, David Heck, Richard Kinch and Martin James (Chairman).

## 8. **APOLOGIES FOR ABSENCE**

No apologies were received; all Members were present.

## 9. **DECLARATIONS OF INTEREST**

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

## 10. **DEPUTATIONS**

There were no deputations on this occasion.

## 11. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements on this occasion.

## 12. **MEMBERS ALLOWANCES' SCHEME – ASSISTANT TO THE EXECUTIVE**

The Independent Remuneration Panel (IRP) considered a report of the Monitoring Officer regarding the position of Assistant to the Executive (Item 5 in the Minute Book), seeking a recommendation of a Special Responsibility Allowance (SRA) for the position.

In presenting the report the County Council's Head of Law and Governance confirmed the essence of the position of Assistant to the Executive, attached as Appendix 1 to these Minutes, is to help support and co-ordinate political engagement, and to provide political advice and support for the developing work

of the County Council in respect to a specific remit appointed to by the Leader. The IRP noted that the remit of this position might be time limited for specific issues or could, in the fullness of time, develop further, for example into an Executive position.

The IRP noted that the County Council continues to operate in a challenging environment and business agility is a key driver. This position provides valuable additional capacity to the Executive to help meet those challenges through the provision of support and advice in relation to the political impacts and service delivery developments linked to the County Council's extensive transformation programme.

The IRP further noted the announcement of the Leader at the County Council meeting on 18 July 2019 of a new position: Assistant to the Executive – Environment. Following the County Council's decision to declare a Climate Change Emergency, the Leader confirmed at an Extraordinary Meeting of the County Council on 23 September 2019 that the remit of this Assistant to the Executive would specifically be climate change and therefore confirmed the new position to be Assistant to the Executive – Climate Change. To support the IRPs deliberations, the Director of Economy, Transport and Environment (ETE) was invited to attend the meeting and expand on the specific remit of this position, which is attached as Appendix 2 to these Minutes, and to provide information about the success of the previous Assistant to the Executive positions that were attached to the ETE portfolio.

During the course of their deliberations, the IRP considered that the information set out in the report's appendix provided a good base and that they were content that the information supplied by the Director of ETE provided sufficient detail as to the specific remit of the Assistant to the Executive – Climate Change for an SRA to be applied to the appointment. Furthermore the IRP considered that each future appointment to the position of Assistant to the Executive should be supported by a statement about the specific remit of such position for consideration by the IRP for recommendation as to whether an SRA, in accordance with a) below, should apply to the position.

RESOLVED:

That it be a recommendation to the Employment in Hampshire County Council Committee

- a) that the IRP supported the proposal of a generic position of Assistant to the Executive and, subject to b) below, that an SRA of 25 per cent of an Executive Member SRA be applied to the Assistant to the Executive position
- b) that any future appointments to the position of Assistant to the Executive be based on the generic role and supported by a statement setting out the specific remit of the position for consideration by the IRP
- c) that the SRA at a) above be applied to the new post of Assistant to the Executive – Climate Change, backdated to the date of appointment (18

July 2019) and reviewed by the IRP in 12 months' time

- d) that the list of approved duties for the purpose of the payment of travelling and other relevant expenses in the Members' Allowances Scheme be amended to include provision of the position of Assistant to the Executive.



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## **Assistant to the Executive – The Role**

## **Appendix 1**

An Assistant to the Executive may be appointed to by the Leader of the Council to support the Executive on specific areas of executive business. Such appointment shall be reported to the County Council and the role remit and title will be set out and described in the County Council's Constitution.

An Assistant to the Executive will principally be linked to the relevant service department, but engagement is required across all departments of the County Council within the remit of the role.

### **Key Functions:**

- To directly support and advise the Leader, Deputy Leader and Cabinet on issues within the remit of the role.
- To support the development of and maintain political links with key partner organisations within the remit of the role.
- To attend relevant Select Committee meetings, Advisory Panels and Boards and Executive Member Decision Days within the remit of the role.
- To actively support and represent Executive Members where appropriate and within the remit of the role.
- To promote and assist in the establishment and maintenance of partnership arrangements, engagement and communication with key local community and/or special interest and campaigning groups within the remit of the role.
- To assist in developing and managing engagement with key agencies within the remit of the role.
- To promote Hampshire County Council's objectives, policies and priorities within the remit of the role.
- To provide advice to support Executive Members in relation to the political impacts and management of County Council policy and service delivery developments linked to the extensive programme of transformation and change operating across all departments within the organisation within the remit of the role.

The role does not carry Executive decision-making powers but does provide political support and advice to any relevant Executive Member in fulfilling their role as required.

**Key outcomes:**

The essence of the Assistant to the Executive role is to help support and co-ordinate political engagement and to provide political advice and support for the developing work of the County Council in respect to the specific remit appointed to by the Leader and set out in the Constitution.

An Assistant to the Executive provides valuable additional capacity to enable the Executive to meet the challenges facing the County Council on specified issues, responding and taking into account levels of public and political interest. This may include the formation of a broad coalition or partnership across multiple agencies and groups to deliver an effective response to such challenges.

**Primary Departmental Links:** Principal link to ETE but engagement required across all departments of the County Council

**Key Functional Areas:**

- Directly supports and advises the Leader, Deputy Leader and Cabinet on the co-ordination of Climate Change policy, initiatives, and projects with particular emphasis on the Climate Emergency Declaration and Action Plan, and the Hampshire 2050 recommendations relating to Climate Change;
- Supports the development of and maintains political links with key partner organisations such as Hampshire district, parish and town councils, National Park Authorities, and neighbouring Councils, in relation climate change matters;
- Assists in the establishment and maintenance of partnership arrangements, engagement and communication with key local community and/or special interest and campaigning groups on climate change and environmental sustainability matters, such as WinACC;
- Assist in developing and managing engagement with key agencies involved with Climate Change initiatives and activity, such as Natural England, the Environmental sustainability Agency, and Hampshire Wildlife Trust;
- Promotes Hampshire County Council's objectives policies and priorities, and associated partnerships as a key contribution to helping to mitigate against further climate change and to develop greater resilience to climate change, across the county;
- Provides climate change 'proofing' advice to support Executive Members in relation to the political impacts;
- Political engagement and support to the Executive Member and Leader on the development of the Hampshire County Council Climate Change Action Plan and on the development of the Hampshire County Council Response to the Hampshire 2050 Commission in respect of Climate Change;
- Attends the Economy Transport and Environment Select Committee and supports and deputises as appropriate for the Executive Member.

The position does not carry Executive decision-making powers.

**Key outcomes:**

The essence of the position is to help support and co-ordinate political engagement and to provide political advice and support for the developing work of the County Council in respect of responding to climate change and the related issues around environmental sustainability to ensure that Hampshire develops a robust and effective framework. It will also require the formation of a broad coalition or partnership across multiple agencies and groups to deliver an effective response to the multi-faceted challenges posed by the Hampshire 2050 and the climate change agendas.

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