



# Gloucester City Council

## General Purposes Committee

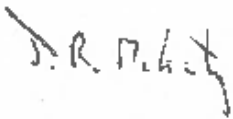
**Meeting: Monday, 15th July 2024 at 5.00 pm in Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP**

<b>Membership:</b>	Cllrs. Hilton (Chair), S. Chambers (Vice-Chair), A. Chambers, Chambers-Dubus, Lewis, Norledge and Wilson
<b>Contact:</b>	Democratic and Electoral Services 01452 396126 <a href="mailto:democratic.services@gloucester.gov.uk">democratic.services@gloucester.gov.uk</a>

## AGENDA

<b>1.</b>	<b>APPOINTMENT OF CHAIR AND VICE-CHAIR</b>  To note the appointments made by Council at the Annual Meeting on 20 May 2024: <ul style="list-style-type: none"><li>• Chair – Councillor Hilton</li><li>• Vice-Chair – Councillor S. Chambers</li></ul>
<b>2.</b>	<b>APOLOGIES</b>  To receive any apologies for absence.
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>  To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.
<b>4.</b>	<b>MINUTES (Pages 5 - 12)</b>  To approve as a correct record the minutes of the meeting held on 11 January 2024.
<b>5.</b>	<b>PUBLIC QUESTION TIME (15 MINUTES)</b>  The opportunity is given to members of the public to put questions to the Chair provided that questions do not contravene the provisions set out Council Procedure Rule 10.01.  To ask a question at this meeting, please submit it to <a href="mailto:democratic.services@gloucester.gov.uk">democratic.services@gloucester.gov.uk</a> by 12 noon on Tuesday, 9 July 2024 or telephone 01452 396203 for support.  Questions and responses will be published at least 24 hours before the meeting. Supplementary questions may be put and answered during the meeting, subject to the relevant time limit.

<p><b>6.</b></p>	<p><b>PETITIONS AND DEPUTATIONS (15 MINUTES)</b></p> <p>The opportunity is given to members of the public to present a petition or deputation provided that any such petition or deputation does not contravene the provisions set out Council Procedure Rule 11.01.</p> <p>To present a petition or deputation at this meeting, please provide the subject matter to <a href="mailto:democratic.services@gloucester.gov.uk">democratic.services@gloucester.gov.uk</a> by 12 noon on Tuesday, 9 July 2024 or telephone 01452 396203 for support.</p>
<p><b>7.</b></p>	<p><b>REPORT OF THE INDEPENDENT REMUNERATION PANEL (Pages 13 - 20)</b></p> <p>To consider the report of the Chair of the Independent Remuneration Panel concerning the consideration of a new Member role.</p>
<p><b>8.</b></p>	<p><b>CONSTITUTIONAL CHANGES</b></p> <p>To discuss any proposals by Members for future changes to the Council's Constitution, including Council Procedure Rules (verbal item).</p>



**Jon McGinty**  
**Managing Director**

**Date of Publication: Friday, 5 July 2024**

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## NOTES

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area.  For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with

whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

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### **Recording of meetings**

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

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If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.



## **GENERAL PURPOSES COMMITTEE**

**MEETING** : Thursday, 11th January 2024

**PRESENT** : Cllrs. Taylor (Chair), Evans, Hilton, Hudson, Hyman, Williams, Wilson and Ackroyd

**Others in Attendance**

Policy and Governance Manager

Monitoring Officer

Chair of Independent Remuneration Panel

Democratic and Electoral Services Team Leader

Democratic Services and Elections Officer

**APOLOGIES** : Cllr Kubaszczyk (Vice-Chair)

### **7. DECLARATIONS OF INTEREST**

7.1 There were no declarations of interest.

### **8. MINUTES**

8.1 The minutes of the meeting held on 19 June 2023 were confirmed as a correct record and signed by the Chair.

### **9. PUBLIC QUESTION TIME (15 MINUTES)**

9.1 There were no public questions.

### **10. PETITIONS AND DEPUTATIONS (15 MINUTES)**

10.1 There were no petitions and deputations.

### **11. REVIEW OF MEMBERS' ALLOWANCES 2024**

11.1 Mr Graham Russell, Chair of the Independent Remuneration Panel presented the report. He advised that the Panel had undertaken a minor review

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### **11.01.24**

following a detailed review of Members' allowances in 2023 and had identified a number of recommendations, summarised as follows:

- The Basic Allowance and Special Responsibility Allowance (SRA) for the Vice Chair of the Overview and Scrutiny Committee were both reviewed, but no changes were proposed at this time; however, the Panel reasserted the recommendation that any flat rate pay increase awarded to officers should be applied to Members' allowances.
- A new structure for the SRAs for Group Leaders and Deputy Group Leaders was proposed, which would also see the deletion of the two Opposition Group maximum, making these those SRAs available to any number of Groups. The Panel agreed that all political Group Leaders had an important and equal role to play in the good governance of the Council. On that basis they had recommended that each Group Leader and Deputy Group Leader should receive an equal amount to reflect that contribution, supplemented by a variable amount according to group size. The Panel had determined a set of figures and bands for the variable element which they believed to be appropriate and could be applied to any future political composition of the Council.
- The Panel had noted the limited take up of the dependent and childcare allowances available to support Councillors fulfil their Council commitments. Mr Russell noted that this was a national issue, due in part to the required annual publication of allowances received. Despite this, the Panel were keen to ensure that those allowances were reflective of the real costs incurred, and therefore recommended that they be increased to a more realistic figure, which could assist with removing the barriers for those interested in standing for election.

11.2 Councillor Hilton asked how the Panel had arrived at the bands for the Group Leader and Deputy Group Leader allowance and noted that he would have opted for 2-4, 5-11 and 12-19. Mr Russell explained that, while the Panel considered the proposed bands to be reasonable, they were not wedded to them and would not object if the Council decided to adjust them.

11.3 Councillor Williams commented there was a lack of awareness of the dependent and childcare allowances amongst some Councillors. With the upcoming elections, Councillor Williams suggested that prospective candidates should be informed of the allowances available to them by the respective political Groups.

11.4 The Chair commented that the childcare allowance had also seen a low take up, but welcomed the recommendation that it be amended to ensure that it always reflected the living wage. He added that political Groups do encourage their Members to take advantage of the allowances made available to them, but that a lot of Councillors rely on family and friends to provide childcare cover so that they don't claim expenses.

11.5 Mr Russell advised that the next full review would be undertaken in 2027 however the Scheme would continue to be monitored on an annual basis.

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- 11.6 The Chair suggested that the Panel could review the bands for the Group Leader and Deputy Group Leader allowances at the next review by which time the Council would also have a clear indication on the political make-up of the Council.
- 11.7 Councillor Hilton supported this and noted that the workload for those post-holders would be dependent on whether the Council had a majority Administration or as in a position of no overall control.
- 11.8 Mr Russell recognised that the Panel may be requested to look at other parts of the scheme which may fit better with the make up of the Council following the May elections.
- 11.9 **RESOLVED TO RECOMMEND TO COUNCIL** that the recommendations contained in the Report of the Independent Remuneration Panel (Appendices 1) be approved.

**12. REVIEW OF POLLING DISTRICT AND POLLING PLACES**

- 12.1 The Committee considered the report of the Returning Officer concerning the recommendations for the compulsory Review of Polling Districts and Polling Places.
- 12.2 The Policy and Governance Manager summarised the report as follows:
- The review had followed the same process as previous reviews, with increased emphasis on accessibility as required by the Elections Act 2022 and an additional aim of identifying alternative locations for any schools which were currently used as polling stations.
  - A full assessment had been conducted of each existing and proposed polling station and a public consultation had taken place, resulting in valuable input from Gloucestershire Sight Loss Council.
  - No changes were proposed to polling district boundaries, however the Returning Officer proposed to change five polling places, three of which were joint stations and therefore a total of eight polling districts would be affected by the proposed changes; in each case, Ward Councillors had been consulted and those who had responded supported the proposed changes.
  - It had not been possible to provide suitable alternatives for all the schools used as polling districts, however, four of the five proposed venue changes had been moved away from a school or an educational setting.
  - A further interim review would take place after the May 2024 elections to implement any changes required by the Review of the Gloucestershire County Council Division boundaries.
- 12.3 Councillor Williams welcomed the new venues that moved polling places away from schools as it could be very disruptive to both schools and families when the school had to close for elections.
- 12.4 General Purposes Committee **RESOLVED TO RECOMMEND** to Council that:

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- (1) The following proposals from the Review of Polling Districts and Polling Places Review be approved:
  - a. That the polling station BT3 be moved to the Ukrainian Association.
  - b. That the polling station E3 and KW3 be moved to Gloucester Old Boys RFC.
  - c. That the polling station H1 and H2 be moved to St Philip and St James' Church.
  - d. That the polling station M3 and M4 be moved to The Chapel, Seymour Road.
  - e. That the polling station W2 be moved to St Mary's Congregational Church.
  
- (2) Where a decision is required at short notice and it is not possible to await a decision of Council, power to designate polling places in accordance with section 18 and 18B of the Representation of the People Act 1983 be delegated to the Managing Director following consultation with Group Leaders and the relevant Ward Councillors.

**13. CONSTITUTIONAL CHANGES**

13.1 The Committee considered the report of the Head of Paid Service concerning the proposed changes to the Officer Code of Conduct and the Planning Committee Functions. The report also sought authority to update the Council Procedure Rules in relation to Questions by the Public Question; Petitions and Deputations from the Public; questions by Members and Motions on Notice.

13.2 The Monitoring Officer presented the report and provided a summary of the proposed changes as follows:

13.3 Officer Code of Conduct

- The Officer Code of Conduct had been updated to reflect the changes made to the Members' Code of Conduct in 2023, including mirroring the duty placed on Members to act in a professional manner to maintain public confidence in the Council as a whole.
- Further clarification of the expectations relating to personal relationships between Officers and Officers and Members had been included.
- Provisions relating to the use of substances which could have an impact on Officers' ability to carry out their role had been reinforced.
- It was proposed that provisions relating to secondary employment be extended from Officer at an F Grade and above only to all officers as the Council had a duty to take reasonable measures to protect the wellbeing of all of its staff.
- Expectations of Officers in relation to the use of Council facilities and systems, as well as social media, had been updated.

13.4 The Monitoring Officer noted that any changes to the Code would be subject to agreement with the Trade Unions and a meeting had been scheduled to discuss this with them.



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- 13.5 In response to a question from the Chair relating to secondary employment to those Officers on Grade F, the Policy and Governance Manager advised that this grade included some Team Leaders and some below Team Leader level.
- 13.6 The Monitoring Officer added while some Council's prohibited any secondary employment, others permitted it but required all staff to obtain permission from the Council. She advised that guidance would be provided to those responsible for determining requests to ensure that the individual's wellbeing was a factor in consideration.
- 13.7 In response to a question from the Chair enquiring whether any Officers currently engage in secondary employment, the Monitoring Officer confirmed that there were Officers who held two jobs.
- 13.8 Councillor Hilton asked how the provisions affect Officers who held a high-level job share position or only worked three days a week due to a secondary employment. The Monitoring Officer advised that the decision would be made by the employee's Line Manager and would be part of their terms and conditions. The Secondary Employment Policy would be secondary to any signed contract between the City Council and the employee.
- 13.9 The Committee confirmed its support for the revised Officer Code of Conduct.
- 13.10 Changes to Functions of Planning Committee
- Where a Section 106 was required, it would only be required for the delivery of onsite affordable housing, these would not automatically be referred to Committee. 40% of the housing would be required to be built onsite, with no other contributions, which could be dealt with under delegated powers.
  - Where a Planning Officer recommended a change of use for hot food takeaway, and no objections received during the consultation period, this matter would not be presented to Planning Committee and would result in a recommendation for approval.
  - A Ward Member not be required to complete a pro-forma in order to refer a planning application to Committee, a written request would suffice.
  - Further clarification was provided in relation to applications where a matter of technical appraisal, fact or legal opinion, or has a fixed determination period meant that it could not be referred to Planning Committee. This was in alignment with neighbouring authorities.
- 13.11 Councillor Wilson asked whether, if no objections were received by members of the public or consultees, would an elected Member still be able to request that a recommendation for a change of use for hot food takeaway be presented to Planning Committee. The Monitoring Officer confirmed that this would be acceptable and did not affect a Ward Member's right to refer a decision to Committee.
- 13.12 The Chair commented that, provided Ward Members ensured objections were received before the end of the consultation period and with valid planning reasons, they could be presented to Planning Committee. The Chair added

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that a Ward Member could also object to a planning application for a hot food takeaway in their capacity as a member of the public.

13.13 The Committee confirmed its support for the proposed changes to the functions of the Planning Committee.

13.14 Changes to the Council Procedure Rules

- Rule 10 - Questions by Members of the Public – changes proposed to align with the arrangements for Councillors, whereby responses are published in advance and a verbal supplementary question is permitted at the meeting. A new limit of three questions was proposed as the current limit of one question per person as not often enforced.
- Rule 11 – Petitions and Deputations from the Public – to introduce a notice requirement to ensure that a substantive response could be provided at the meeting and petitions could be handled in accordance with the Council's Petition Scheme.
- Rule 12 – Questions by Members – changes proposed to ensure that Group Leader priority for questions to Cabinet Members was applicable to any number of political groups and to confirm a limit of three questions per Member to Chairs of Meetings.
- Rule 13 – Motions on Notice – options were proposed to handle the recent increase in Motions of Notice, such a limit of the time spent on Motions or a limit on the number of Motions that a Member can move or second, and proposals around the use and retention of other parts of the Rule.

13.15 Councillor Hilton commented that the proposals relating to public questions were sensible and similar to Gloucestershire County Council. He commented that Motions on Notice generally worked well, but highlighted the recent increase in the number submitted for each Council meeting. He advised that he was opposed to any selection process and preferred that Members be limited to moving or seconding three motions per Council meeting, with no time limit imposed. With regard to the use of Rule 13.5, which enabled motions to be referred to other decision-making bodies, Councillor Hilton advised that Members expected their Motions to be debated by Council and the Rule should be deleted.

13.16 Councillor Williams stated that the proposals would help keep the meeting more structured.

13.17 The Chair confirmed his supported for the views expressed by Councillor Hilton.

13.18 With regard to Rule 13.7, which enabled Motions not relevant to the duties and powers of the Council to be ruled out of order, Councillor Wilson urged caution on its use, as it was important that Members could bring Motions forward that acknowledged and showed support for issues that affected communities in Gloucester, including national and international matters.

13.19 Councillors Hilton and Williams echoed Councillor's Wilson's comments and Councillor Williams indicated that it was necessary to retain the Rule so that

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the Head of Paid Service, in consultation with the Mayor, could properly consider the appropriateness of Motions, though this should not prevent Motions on the types of issues highlighted by Councillor Wilson.

13.20 The Chair proposed that Rule 13.7 was retained, but was not used to rule out issues of national or international significance if they affected residents and communities in Gloucester.

13.21 In summary, General Purposes Committee agreed to recommend the following to Council in respect of the Council Procedure Rules:

- The proposed changes to questions by members of the public;
- The proposed changes to petitions and deputations by the public;
- That each Member be permitted to move or second a maximum of three motions at each full Council meeting;
- Deletion of Rule 13.5.
- Retention of Rule 13.7, to be utilised appropriately.
- The proposed changes to the rules relating to disruption by members of the public
- The proposed changes relating to webcasting and recording meetings.

13.22 The Monitoring Officer undertook to draft the outstanding changes to the Council Procedure Rules ready for consideration by Council.

**13.23 RESOLVED TO RECOMMEND TO COUNCIL**

- (1) That the updated Officer Code of Conduct set out in Appendix 1 is adopted.
- (2) That the updated Planning Committee Functions as set out in Appendix 2 are adopted.
- (3) That the updated Council Procedures Rules 10, 11, 12, 13, 24 and 25 in Part 4 of the Constitution set out in Appendix 3 are adopted, subject to the agreed changes to Rule 13 as summarised at paragraph 7.20 above (bullet points 3, 4 and 5).

**Time of commencement: 6.00 pm hours**

**Time of conclusion: 6.45 pm hours**

**Chair**

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# Gloucester City Council

<b>Meeting:</b>	<b>General Purposes Committee Council</b>	<b>Date:</b>	<b>15 July 2024 18 July 2024</b>
<b>Subject:</b>	<b>Report of the Independent Remuneration Panel</b>		
<b>Report Of:</b>	<b>Chair of the Independent Remuneration Panel</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>No</b>
<b>Contact Officer:</b>	<b>Tanya Davies, Policy &amp; Governance Manager</b>		
	<b>Email: tanya.davies@gloucester.gov.uk</b>	<b>Tel:</b>	<b>39-6125</b>
<b>Appendices:</b>	<b>1. Report of the Independent Remuneration Panel</b>		

## FOR GENERAL RELEASE

### 1.0 Purpose of Report

- 1.1 To report the recommendation of the Independent Remuneration Panel (IRP) with regard to a new Member role created by the Leader of the Council.

### 2.0 Recommendations

- 2.1 General Purposes Committee is asked to **RESOLVE TO RECOMMEND** to Council:
- (1) That the recommendations contained in the Report of the Independent Remuneration Panel (Appendix 1) be approved.
  - (2) A title for the role.
- 2.2 Council is asked to **RESOLVE** that the recommendations contained in the Report of the Independent Remuneration Panel (Appendix 1) be approved.

### 3.0 Background and Key Issues

- 3.1 Following the local elections in May 2024, the Independent Remuneration Panel received a request from the Leader of the Council to consider whether a Special Responsibility Allowance (SRA) should be attached to a newly created Member role and, if so, to make a recommendation on the appropriate level of remuneration.
- 3.2 The Leader of the Council advised that he had created a new role to support himself and other Cabinet Members on special projects and the maximisation of commercial income. The Panel received some basic information about the new role via email and met with the Leader of the Council on 5 June to discuss the responsibilities and time commitment in detail.
- 3.3 Appendix 1 is the Chair's report, which sets out the Panel's considerations and recommends that an SRA be payable at the same level as the SRAs for the Chairs

of Overview and Scrutiny Committee and Planning Committee, in recognition of the responsibilities and time commitment expected of the role. The Panel has made some additional recommendations in support of good governance surrounding the operation of the role.

#### **4.0 Social Value Considerations**

4.1 Not applicable.

#### **5.0 Environmental Implications**

5.1 Not applicable.

#### **6.0 Alternative Options Considered**

6.1 The Panel considered not recommending an SRA be attached to the role, however, it is their view that the role entails responsibilities and a time commitment over and above that which could be expected of an ordinary Councillor, and that it should therefore attract an SRA.

#### **7.0 Reasons for Recommendations**

7.1 When agreeing a Members' Allowances Scheme or changes to a Members' Allowances Scheme, the Council is required to have regard to the recommendations of an Independent Remuneration Panel. The recommendations in the attached report represent the views of the Council's appointed Panel in light of the evidence reviewed.

#### **8.0 Future Work and Conclusions**

8.1 If the recommended SRA is approved, it is proposed that it is backdated to 20 May when the role was created.

8.2 A revised Scheme will be published on the Council's website.

#### **9.0 Financial Implications**

9.1 If approved, the cost of the Members' Allowances Scheme will be increase by £5373 per year, taking the total cost of the Scheme to £410,601 based on current appointments and without any travelling, subsistence or carers' costs.

(Financial Services have been consulted in the preparation this report.)

#### **10.0 Legal Implications**

10.1 Under the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to establish and maintain an independent remuneration panel which makes recommendations to Council on the matter of Members' allowances. The Council must have regard to the recommendations of the Panel when agreeing or amending its Scheme.

(One Legal have been consulted in the preparation this report.)

## **11.0 Risk & Opportunity Management Implications**

11.1 The Panel are satisfied that their recommendations do not present any risk to the Council.

## **12.0 People Impact Assessment (PIA):**

12.1 As the proposal relates to one role and potential amendment to the Scheme of Members' Allowances, a PIA was not deemed necessary.

## **13.0 Community Safety Implications**

13.1 None.

## **14.0 Staffing & Trade Union Implications**

14.1 None.

**Background Documents:** None

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# **REPORT OF THE INDEPENDENT REMUNERATION PANEL (MEMBERS' ALLOWANCES) TO GLOUCESTER CITY COUNCIL**

**JULY, 2024**

## **PROPOSAL FOR NEW MEMBER ROLE**

### **Introduction**

1. The Panel met on 5<sup>th</sup> June, 2024 to consider a proposal to create a new member role and whether a special responsibility allowance should apply to that role.
2. In attendance was Graham Russell (Chair) and John Morris, a member of the Panel. The Leader of the Council and the Policy and Governance Manager were also present to explain the role and its context and to answer questions.
3. Absent members of the Panel – Ms Kim Hawkins and Chris Markley have been consulted on the proposal and have endorsed this report and its recommendations.

### **The Proposal**

4. The Panel was informed of the Leader's wish to create a member level support role principally for the Leader and the Deputy Leader.
5. The Panel was informed that the role would have a particular remit to support the maximisation of commercial income opportunities and to work on a diverse range of special projects under the direction of, and accountable to, the Leader. This is likely to involve attendance at high level meetings within the authority and externally with stakeholder interests. There will be internal feedback and liaison meetings as required with Officers, the Leader and other Cabinet Members. The time commitment cannot be fully quantified at this time but is likely to be significant.
6. After robust questioning, the Panel was satisfied that this role would have no decision making powers and therefore would not be directly accountable to the Council nor would it be subjected to portfolio scrutiny in the same way as might apply to a Cabinet Member. It would be an advisory role to decision makers.

7. The Panel was strongly of the view that, in the context of good governance, any member holding this position should not be permitted to serve on the overview and scrutiny committee. This legal provision already applies to executive members. This new role is likely to be perceived as an executive role and as such we believe it is appropriate to treat it in a similar way. This is of course a matter for the Council and its advisors.
8. The Panel feels that consideration should be given to the title of the role, and might suggest "Portfolio Advisory Member".
9. The scope of the role however is considerable and robust and the Panel is satisfied that the time and effort required is likely to be commensurate with that of a Committee Chair.
10. The Panel notes that similar roles exist in a wide range of Councils, including District, County and Unitary authorities.
11. In order to ensure clarity across the Council, the Panel would strongly urge that a role description for this role be drawn up, in the same way that Gloucester City Council has done for other key member roles.
12. The Panel appreciates that this role is untested in the City Council. It therefore intends to review the position after a reasonable period of operational experience, noting that the role commenced on 20<sup>th</sup> May, 2024.
13. **RECOMMENDATION 1: That a special responsibility allowance of £5,172.14 (equal to that of Chairs of Overview and Scrutiny and Planning Committees) be approved for this role (title to be agreed), backdated with effect from 20<sup>th</sup> May, 2024;**
14. **RECOMMENDATION 2: That the views of the Panel at para 7 regarding membership of overview and scrutiny be noted;**
15. **RECOMMENDATION 3: That the Council instructs that a role description be prepared for this role; and**
16. **RECOMMENDATION 4: That the Panel be given an opportunity to review this role after a reasonable period of operation.**

Graham Russell  
Chair of Panel

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