

**APPENDIX E**

**RELATIVE ASSESSMENT OF SRAS - SUMMARY**

<b>ROLE</b>	<b>No of meetings</b>	<b>Hours per week</b>	<b>Experience and knowledge</b>	<b>Level of responsibility and risk</b>
<b>Leader of the Council</b>	17 Cabinet but also 17 Informal Cabinet Board	15 at least 2 full working days in the office	<b>VERY HIGH</b> In depth knowledge of all council plans and policy Knowledge of local, regional and national issues Working in partnerships Leadership skills	<b>EXTREMELY HIGH</b> Considerable decision making power Involved in all areas of risk High public profile and dealing with the media
<b>Cabinet member</b>	<b>As Leader</b>	15 minimum of 2 days to carry out the role	<b>HIGH</b> In depth knowledge of portfolio Partnership working Leadership skills	<b>VERY HIGH</b> Has delegated decision powers as well as their role in Cabinet decision making Responsible for managing risk and budgets in their portfolio Dealing with the media
<b>Chair of Planning</b>	12 includes August	5 Committee meeting Site visit Chairs Briefing Preparation time  Weekly contact with Planning Officers  Keeping up to date on planning issues	<b>HIGH</b> In depth knowledge of planning process At least 2 years regular attendance at planning meetings. Needs understanding of legislation and local and regional context. May need to liaise with neighbouring authorities	<b>VERY HIGH</b> Quasi-judicial Must ensure public accountability and transparency in decision making in this specialist area. Highly visible committee  Media interest.  High risk if decisions are not correct due to legal challenges

<b>Vice-chair of Planning</b>	12	Supports the chair in the above and Council agreed in 2010 that the SRA for Chair should be split between the Chair and Vice-Chair 2/3 : 1/3 to reflect this		
<b>Chair of Licensing</b>	12	<p><b>2</b></p> <p>Work for the Chair is concentrated around the meeting – approx 8 hours per Committee meeting</p> <p>Chairs briefing on same day</p> <p>May need to be consulted re officer delegated decisions</p>	<p><b>HIGH</b></p> <p>In depth knowledge of Licensing process.</p> <p>At least 2 years regular attendance at Licensing meetings.</p> <p>Needs understanding of legislation and local and regional context</p>	<p><b>HIGH</b></p> <p>Quasi-judicial</p> <p>Must ensure public accountability and transparency in decision making in this specialist area.</p> <p>Media interest</p> <p>Potential legal challenges where Chair may need to give evidence</p>
<b>Chair of Overview and Scrutiny</b>	8	<p><b>4</b></p> <p>Work for the Chair is concentrated around the meeting – approx 8 hours</p> <p>Committee meeting</p> <p>Chairs Briefing</p> <p>Preparation</p> <p>Ongoing work to keep up to speed on Cabinet agenda and current issues.</p>	<p><b>HIGH</b></p> <p>Chair needs to develop a thorough knowledge of the overview and scrutiny process and maintain knowledge of the current issues for the council..</p> <p>Good chairing skills are needed particularly when questioning witnesses.</p> <p>Requires high level of communication and negotiating skills.</p>	<p><b>HIGH</b></p> <p>Not a decision making body but has an important role in challenging the executive and delivering positive outcomes for local people. High degree of influence on the success of the scrutiny process.</p> <p>The committee sets it own workprogramme.</p> <p>Chair will be consulted if urgent or confidential items added to the Forward Plan outside of normal timings.</p> <p>Dealing with the media.</p>

<b>Vice-chair of O&amp;S</b>	<b>8</b>	Similar as vice-chair will attend all the briefing meetings and shares some of the responsibilities of the Chair and takes an active role in following up issues on behalf of scrutiny. Council agreed in March 2012 that the SRA is set at 50% of the chair's allowance.		
<b>Chair of Audit Committee</b>	<b>4</b>	<p><b>1</b> Work for the Chair is concentrated around the meeting – approx 6 hours Committee meeting Chairs Briefing Preparation</p> <p>Ongoing work to track the audit agenda and identifying issues that the committee needs to pick up on</p>	<p><b>HIGH</b> Training given to all members.</p> <p>Chair should have a good knowledge of audit and corporate governance and keep abreast of issues across Council where audit involvement may be appropriate.</p> <p>High degree of officer support from Audit Manager and Director of Resources.</p>	<p><b>HIGH</b> Responsibility for scrutinising audit and corporate governance and signing off Statement of Accounts.</p> <p>Chair has to report to Council.</p> <p>Workprogramme largely driven by audit and governance timescales</p>
<b>Group Leader</b>	<b>10</b>	<b>2</b>	<p><b>MEDIUM</b> Knowledge of council plans and awareness of council business Political procedures</p>	<p><b>MEDIUM</b> Group Leaders meet as a body to give their views on key issues</p>
<b>Chair of Council</b>	<b>6 plus special council meetings</b>	<b>1</b>	<p><b>MEDIUM</b> Knowledge of council procedures Strong officer support</p>	<p><b>HIGH</b> Responsible for effective decision making by Council on budget and policy framework</p>
<b>Chair of</b>	<b>4</b>	<b>1 per week</b>	<b>MEDIUM</b>	<b>MEDIUM</b>

<p><b>Chair of Standards</b></p>		<p>Work for the Chair is generally concentrated around the meeting – approx 6 hours          Committee meeting          Chairs Briefing          Preparation</p> <p>This will increase significantly as a result of planned changes which will result in more complaints being dealt with at a local level.</p> <p>Represents committee at Standards forums and conferences – say 2 days pa</p>	<p>Good Chairing skills          Good knowledge of Standards          High degree of support from Monitoring Officer</p>	<p>Quasi-judicial          Making decisions on complaints against members could have far reaching consequences but majority of complaints would be dealt with by the Monitoring Office in consultation with the Independent Person.</p>
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