

Report to Cabinet

Subject: Update on the work of the remaining Policy Advisor

Date: 3 September 2026

Author: Chief Executive

Wards Affected

Borough-wide

Purpose

To update Cabinet on the actions and activities that the remaining Policy Advisor has undertaken since the last report to Cabinet in September 2025.

Key Decision

This is not a key decision.

Recommendation(s)

Members are recommended to note the content of the report, and the actions and activities undertaken by the remaining Policy Advisor since September 2025.

1. Background

- 1.1 At the Annual General Meeting on 22 May 2019 the Leader notified the Council of the composition of the Cabinet and resulting Portfolio Holders. The Leader also announced that the Cabinet would be supported by five Policy Advisors.
- 1.2 Over the last seven years, the number of Policy Advisors has been reduced to one, and at the Annual General Meeting held on 20 May 2026 the area was confirmed as follows:
 - ✓ Policy Advisor for Environmental Services (Operations), supporting the Portfolio Holder for Environmental Services (Operations).
- 1.3 Policy Advisors do not hold delegated responsibility but support their respective Cabinet member on development and progression of specific Gedling Plan actions as appropriate. The precise focus for the work of each

Policy Advisor is agreed by the Leader, Deputy Leader and relevant Cabinet member in discussion with the Policy Advisor.

- 1.4 The work of each Policy Advisor has been reported to the Leader on a regular basis since May 2019, and this report provides a summary of work undertaken by the remaining Policy Advisor since September 2025.
- 1.5 In general terms the work undertaken by the Policy Advisors has been agreed by the Leader, Deputy Leader and relevant Portfolio Holder as follows:

Work Applicable to all Policy Advisors

- ✓ Initially the roles involve fact finding and understanding how decisions are made in each applicable directorate/service area.
- ✓ Attending regular meetings held between the Portfolio Holder and relevant Director to discuss delivery of actions and initiatives as approved within the Gedling Plan / Legacy Plan.
- ✓ These meetings also involve discussion of operational matters that are of significance to the Portfolio Holder and Policy Advisor.
- ✓ Attending individual meetings with Assistant Directors and officers as appropriate to deliver specific actions as allocated by the Leadership.
- ✓ Feeding back updates, ideas and concerns to the Portfolio Holder and officers at the regular meetings on the work undertaken.
- ✓ Keeping up to date with business held at Cabinet, Scrutiny, Licensing and Planning meetings as appropriate.

1.6 Work undertaken by the remaining Policy Advisor

The following actions and activities have built upon the above actions and activities in furtherance of the specific projects allocated to the Policy Advisor.

Policy Advisor for Environmental Services (Operations) – Councillor Paul Wilkinson

- ✓ Regular attendance at monthly Portfolio holder meetings with officers and other ad hoc meetings to discuss progress against priorities.
- ✓ Input into these meetings to seek solutions to issues as well as praise for positive achievements.
- ✓ Attendance at APSE Recycling, Waste and Circular Economy Seminar 2026.
- ✓ Attendance at Overview & Scrutiny Committee supporting the Portfolio Holder.
- ✓ Attendance at the depot to thank staff for their hard work and contribution to Gedling's successes.
- ✓ Regular discussions with Portfolio Holder to contribute to smooth running of areas of responsibility.
- ✓ Positive feedback from Portfolio Holder for contributions and participation.

2. Proposal

- 2.1 It is proposed that Members note the summary of work, the actions and activities undertaken by the remaining Policy Advisor since the last update report to Cabinet in September 2025.

3. Alternative Options

- 3.1 An alternative option is to not update Members on the work undertaken, however this report provides an update of work undertaken by the Policy Advisor across the relevant Portfolio Holder area.

4. Financial Implications

- 4.1 Each Policy Advisor receives a Special Responsibility Allowance as approved annually by full Council as part of the Independent Remuneration Panel report. For 2026/27 the amount per Policy Advisor is £2,183.61 (pay award included). There are no other costs associated with these positions.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

6 Local Government Reorganisation (LGR)

- 6.1 The introduction of two new unitary organisations from April 2028 will bring about changes to democratic representation, and the continuance of the Policy Advisor role and Special Responsibility Allowance will be determined at that point in time.

7 Equalities Implications

- 7.1 It is the duty of all representatives of the Council to be fully aware of the equality legislation. However, equalities, diversity and inclusion rests with the Portfolio Holder for Life Changes and Vulnerability.

8 Carbon Reduction/Environmental Sustainability Implications

- 8.1 There are no carbon reduction/environmental sustainability implications arising from this report. However, carbon management and climate change rests with the Portfolio Holder for Climate Change, Parks and Environmental Health.

9. Appendices

None.

10. Background Papers

None.

11. Reasons for Recommendations

To share with Members the good work that the Policy Advisors have been undertaking since May 2019 across all portfolios, in particular the actions and activities undertaken by the remaining Policy Advisor since they were last reported to Cabinet in September 2025.

Statutory Officer Approval

Approved by: Chief Financial Officer
Date:

Approved by: Monitoring Officer
Date: