

Member Champions' Protocol

1. Appointment of Champions

The Cabinet is responsible for appointing member champions. At any one time there will be a maximum number of 7 member champions. All group leaders will be consulted before any appointments are confirmed by the Cabinet. Any member of the Council may be a member champion, including the Leader of the Council.

2. Term of Office

Councillors who are designated as Champions shall hold office from the date of the Cabinet Meeting at which their appointment is confirmed until:

(a) they resign from office:

(b) they are no longer Councillors; or

(c) until the start of the Cabinet meeting which considers the annual appointment of member champions. This would usually be the first Cabinet meeting of the municipal year.

A Member Champion may be removed from office at any time by the Cabinet by written notice to the Chief Executive, the member champion being removed and all group leaders.

Any member champion may resign from office by giving written notice to the Chief Executive and the Leader of the Council.

3. Role and Functions

To act as an advocate or spokesperson for particular themes or areas of the Council's business activities. The main responsibility of each champion is to encourage communication and positive action over the issue they represent.

A topic for which a Member Champion is appointed should:

- Be an agreed sustainable and corporate priority;
- Be an issue that can be defined in terms of its remit, ie not open-ended; and
- Not cover a matter which is a remit that primarily sits within the portfolio of a Cabinet member or could reasonably be seen a ward member responsibility.

4. Key Tasks

(a) To make contact with local organisations concerned with the designated section of the community or range of activities and to establish effective and regular consultation arrangements with those organisations.

(b) To represent the views of such organisations to officers, the Council, the Cabinet, Overview and Scrutiny Panels and other committees, on all relevant aspects of the Council's activities.

(c) To act as an advocate on behalf of the relevant section of the community or range of activities within the council as an organisation and its wider community.

(d) To become familiar with the needs and priorities of the relevant section of the community, or range of activities concerned, and to weigh up interests expressed in order to provide sound advice on the implications of alternative courses of action.

(e) To feedback decisions of the Council and to explain the Council's position on specific issues of concern to relevant organisations and to individuals involved.

(f) To provide a short annual information report to Cabinet on work undertaken in the role. This report to be submitted to the March Cabinet meeting.

5. Conduct

Member Champions should act reasonably in their role and are encouraged to work effectively within the political management and working arrangements adopted by the Council. Member Champions should inform the relevant Cabinet Member when engaging with the media and should be mindful not to make statements which contradict adopted Council policy.

This protocol was agreed by the Cabinet Member for Communities & Central Services on 5 January 2022.