

Appendix 1

High Peak Borough Council – Member Champion Protocol

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Annex 1 - Possible Roles of Member Champions

Member Champion Protocol

1. Introduction

- 1.1 Member champions are elected members who act as an advocate or spokesperson for a specific area of the Council's business. The main responsibility of each member champion is to encourage communication and positive action over the issue they represent.

2. Creation and Appointment of Member Champions

- 2.1 Member Champions are appointed by the Leader of the Council.
- 2.2 New posts will only be created with the agreement of the Leader of the Council in consultation with other group leaders.
- 2.3 The rationale for creating a new Member Champion might include:
 - to move an issue higher up the agenda or promote greater awareness of it
 - to enable additional community engagement and activity on a particular issue
 - an identified need from a scrutiny review or community group(s)
 - responding to a national programme
 - the need to create some additional political capacity or focus in a particular area

- 2.4 The Member Champion roles for 2023/24 are:
- a. Mental Health Champion
 - b. Carers Champion
 - c. Armed Forces
- 2.5 At the time of creating new roles, consideration will be given to when the role will end or be reviewed. Member Champions will normally be appointed for a period of two years, and the end of this two year period will also form a natural review point. Member Champion posts can also be brought to an end at any point by the Leader of the Council.
- 2.6 Member Champion appointments will be announced at the Council's Annual General Meeting. Where new Champions roles are created mid-year, the Leader will announce their appointment at the next meeting of Full Council.
- 2.7 Any appointment will have due regard to the Member's suitability for the role and relevant national and local guidance.
- 2.8 A list of Member Champions will be included on the Council's website.

3 Role of Member Champions

- 3.1 All member champions will have a job description setting out their respective roles. These will be developed in consultation with the Leader and the champion concerned. Examples of possible roles for champions that may be appropriate to include in a job description are set out in Annex 1 to this protocol.

4 The Parameters of the Member Champion Role

- 4.1 All member champions must act reasonably in their role and recognise and work effectively within the political management and working arrangements adopted by the Council.
- 4.2 A champion cannot make decisions (unless the champion is a Executive Member with delegated authority) and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may, however, confirm a position as stated in a published policy.

5 Executive Members – Working Relationship

- 5.1 The first point of liaison on all relevant issues for the Member Champion will be through the Executive Member/Leader.
- 5.2 Executive Members will normally:
- (a) acknowledge the right of champions to be consulted on matters relating to their area of interest;
 - (b) take full account of any views offered by champions prior to any decision taken (by a Executive member with delegated authority) on matters within their area of interest; (c) co-

operate with champions in the formulation of any action plans they have agreed with the relevant Executive Member; and

(c) in liaison with the Leader consider nominating the relevant champion to represent the Council at a relevant conference/seminar on the subject matter of the champions interest.

6 Accountability

- 6.1 At the beginning of each municipal year, each member champion may agree with the relevant Executive member and officers a programme of activity, with SMART (specific, measurable, achievable, realistic, time-bound) targets, taking into account the Council's priorities.
- 6.2 The Member Champion will report into their Executive Member regularly and in consultation with them into the Member's bulletin on at least an annual basis to keep the Council updated on their work.

7 Training

- 7.1 All member champions will normally have the opportunity to attend appropriate training courses contained in the Council's Member Development Programme.

8 Attendance at Seminars and Conferences

- 8.1 The attendance by member champions at conferences/seminars relevant to their roles will only be approved following consultation with the Leader in consultation with the Head of Democratic Services. When approved, expenses may be claimed.

9 Allowances

- 9.1 None of the member champions are entitled to receive a Special Responsibility Allowance (SRA) for carrying out the role of member champion.

10 Interests

- 10.1 Member Champions are reminded to ensure any interests they may have are declared at all appropriate points.

11 Dispute Mechanism

- 11.1 In the event that a dispute arises in relation to the operation of this protocol such dispute must be referred to the Chief Executive whose decision on the dispute shall be final. The parties to any dispute are expected to provide the Chief Executive (or any person nominated by him to determine the dispute) such information as he may reasonably require to make a decision on the dispute.

Annex 1

Possible Roles of Member Champions

The following examples of roles for member champions may be appropriate to include in their Terms of Reference:

- (a) To champion the adopted policy of this Council for the relevant theme;
- (b) To promote their area of interest both within and outside the Council;
- (c) To contribute to the review and development of policies pertaining to the area of interest;
- (d) To act as a critical friend and question the Council and Executive Members on issues affecting their area of interest;
- (e) To attend meetings of the Council, its Committees and the Executive and speak on issues (when permitted by the Chairman) relevant to their area of interest;
- (f) To monitor the Forward Plan and seek information from the relevant Executive members and officers about forthcoming business and exert influence on behalf of the interest in consultation with the relevant Executive Member;
- (g) To monitor overview and scrutiny plans and activity and seek information and offer views on relevant review subjects and exert influence on behalf of the interest;
- (h) To seek to place appropriate items on member meeting agendas;
- (i) To keep other councillors up-to-date with activities relevant to the area of interest;
- (j) To keep up-to-date with current developments;
- (k) To provide positive support, and on occasions, constructive challenge to Members and officers in driving forward the Council's agenda on relevant issues; and (l) Following the approval of the Leader (and Executive Member), to act as the Council's representative on relevant external bodies where Council representation is required and approved.