

## **13. CHAMPIONS GUIDANCE NOTE**

### **1. Introduction**

“Champions” are elected members of the Council appointed to act as advocates or spokespeople for particular themes or communities which should be of interest to the Council in delivering its functions.

The Council will have a standing ‘Champion for Armed Forces Covenant’ who shall be appointed for a two-year period or until vesting day in the case of local government reorganisation falling within two-years from the date of appointment.

Other additional Champion Roles appointed in any year should be:

- discussed first with the Leader of the Council taking account of Council priorities and Portfolio responsibilities
- cross cutting and represent a sustainable corporate priority which supports the Council’s Delivery Plan
- clearly defined: not open-ended

The Council shall have a maximum of three Champion roles, in receipt of a special responsibility allowance, at any one time.

### **2. Responsibility for appointment of Champions**

The full Council has responsibility for approving which champion roles the Council will have, and Champions’ terms of reference/objectives.

The Council will confirm appointments to Champion roles, on the recommendation of the Licensing and Corporate Business Committee (LCB). The LCB Committee will be responsible for considering nominations and recommending terms of reference to accompany the roles.

The Council shall also have powers to dismiss Champions.

Shadow Champions shall not be appointed.

### **3. Nominations – Expressions of Interest**

Nominations for roles to be sought in advance and discussed with Group Leaders and Managing Director and Monitoring Officer in advance of a report to the Licensing and Corporate Business Committee.

When expressions of interest in a Champion role are invited, interested Members should be encouraged to say how they see the role and their ideas to enable an individual element and enthusiasm to be brought to the role.

Members can make suggestions for Champion roles, which they believe they could fulfil, for consideration by the Licensing and Corporate Business Committee.

#### **4. Purpose and remit of the Champion role**

The Champion acts in an advocacy and advisory capacity and has no decision-making powers. The Champion will ensure that any recommendations for actions arising from the role are referred to the relevant Cabinet Member or Committee Chair and supporting officers.

The Champion will be supported by a lead officer as well as the Senior Leadership Team and will be provided with sufficient access to information, briefings and meetings to enable them to make a meaningful contribution in their Champion role.

The following is a general role description for Champions. In addition, topic specific plans may supplement this:

- To raise the profile of the area of interest/issue with elected members, officers and local communities
- To provide positive support in driving forward the Council's objective on the issue
- To promote effective communication and positive working relationships both within the Council and with community groups and other stakeholders
- To foster cross-party co-operation on the issue

#### **Champion for Armed Forces Covenant and Mayor**

The focus of the Champion for the Armed Forces Covenant is to promote the Armed Forces Covenant and actions to deliver the covenant, which is distinct from the role of the Mayor who represents the Borough at civic military/community functions and events.

#### **5. Eligibility and term of office**

Champion roles are open to all Members but should not be Cabinet Members or the Mayor, or Deputy Mayor, or the Chair of the Licensing and Corporate Business Committee.

Roles should be allocated based on 'best fit' based on previous experience, skills and interest for the role, and with reference to the person specification in para. 7 below.

The Armed Forces Covenant Champion will be appointed for two years.

Other Champions will be appointed for one year (or for the remainder of a civic year) and may be re-appointed the following year.

#### **6. Reporting and accountability**

Champions shall be asked to provide the Licensing and Corporate Business Committee with a periodic summary report of their activities.

Champions will be expected to engage with the Leader of the Council/relevant portfolio holder, and to discuss activities that require budget allocation.

## **7. Person Specification**

### **Within the Council:**

Understanding of the area of interest being championed in terms of council strategies and policy, good practice, improvement and national agendas and the needs of the client group.

Ability to engage with a range of members and officers around the issue and listening to requirements.

Ability to advocate on behalf of the issue/area of interest within the Council

### **In the Community:**

Understanding of the needs of the community in relation to the topic

Ability to engage with residents and community groups in matters related to the topic

Ability to lead and support local initiatives related to the interest

Ability to represent the position of the council to the community in relation to the interest.