

Appendix 1: Generic Job description for Member Champions

1. What are Member Champions?

1.1 The main purpose of Member Champions is to (a) support the work of Cabinet Members and (b) promote the cause for which they are a champion (eg disabilities, mental health, older people etc).

1.2 Member Champions are intended to be outward-facing, enthusiastic, and focused on raising the profile of the issue they Champion. They will develop in-depth knowledge on the issue(s) they Champion and use that knowledge to support the relevant Cabinet Member(s) and engage relevant stakeholders including the community in the council's work.

2. Conditions of being a Member Champion

2.1 A Member Champion can be any member of the Council who is not a member of the Cabinet.

2.2 A Member Champion may be a member of the Overview & Scrutiny Committee or Policy Task Group but not be the Chair or Deputy. If they are a member of the Overview & Scrutiny Committee or Policy Task Group and the O&S Committee or Policy Task Group conducts a review of the area they champion, they must declare a non-pecuniary interest.

2.3 A Member Champion can be called to give evidence to the Overview & Scrutiny Committee or the Policy Task Group alongside their relevant Cabinet Member(s).

3. Appointment of Member Champions

3.1 Member Champions are appointed by the Leader in liaison with the relevant Member of the Cabinet and exist to raise the profile of issues which are important to the Council.

3.2 A Member Champion will normally be expected to serve for a 1-year term.

3.3 An appointment may be made during the term of office to any new position that is agreed by the Leader and relevant Cabinet Member or to a position where there is a vacancy.

4. How Member Champions works with Cabinet Members

- 4.1 Cabinet Members make decisions. Member Champions champion specific issues. Portfolio meetings are decision-making meetings and it is important that all parties remain aware of this.
- 4.2 Member Champions will follow a programme of activity which is decided by the Leader in consultation with the Cabinet Member relevant to the Member Champions' area.
- 4.3 Tasks for Member Champions should be decided at portfolio meetings involving the relevant Cabinet Member.
- 4.4 There should be an additional item at the end of each (monthly) portfolio meeting to which Member Champions are invited which sets out their work programme including (a) an overview of their area and (b) what they should be doing in the forthcoming month.
- 4.5 Member Champions will be kept updated on activity in the area they champion through portfolio meetings and other relevant meetings with Cabinet Members.
- 4.6 Cabinet Members should meet Member Champions separately (outside of portfolio meetings).
- 4.7 Member Champions should meet the Leader once a month for the first 3-4 months to provide an update on their progress and use it as an opportunity to raise issues.
- 4.8 Member Champions should produce an annual report on their activities.

5. The role of Member Champions

- 5.1 The work of the Member Champion should complement the work of the relevant Cabinet Member.
- 5.2 A Member Champion cannot make decisions 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 and must not commit the Council in any way or in any manner (*including financially*) which would bring the Council into question.
- 5.3 There is potential for confusion and overlap between the role of the Member Champion and that of the relevant Cabinet Member. It is important that Member Champions are clear about their role and what they can and cannot do.

5.4 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. They should take care not to impinge on issues outside their area of interest.

5.5 Member Champions should not talk to the media without first consulting with the Cabinet Member and the Council's Communications Team.

5.6 If you have any questions please contact Von Edomi, Communications Team, at Von.Edomi@lbbd.gov.uk or on 0208 227 2022

5.7 The Leader may remove a Member Champion during their term in consultation with the relevant Cabinet member.

6. Member Champion Values

6.1 Member Champions will be committed to the values of the Council and the following values in public office as set out in the Councillors Code of Conduct:

- Openness and transparency
- Honesty and integrity
- Tolerance and respect
- Equality and fairness
- Appreciation of cultural difference
- Sustainability
- Inclusive leadership

7. Member Champion job description (general)

Member Champions will:

7.1 Attend portfolio meetings relevant to the issue for which they are a Champion.

7.2 Maintain an awareness of all matters connected with their area of interest.

7.3 Keep the Leader of the Council up to date with their work on a regular basis.

7.4 Work alongside Cabinet Members to support them in their chosen interest and where appropriate on the Policy Task Group if it relates to their area of interest.

7.5 Contribute to good practice and the continuous improvement of services and functions related to the interest.

7.6 Engage with Members in matters related to their interest at the Overview & Scrutiny Committee, Cabinet, Policy Task Group, Assembly and other meetings where appropriate.

7.7 With the approval of the Cabinet Member, raise the profile of their interest in the community including through local media with the support of the Council's Communications Team.

7.8 Monitor and work closely with partner bodies in the field of the interest.

7.9 Identify the most relevant community groups whose work is associated with their interest and foster good working relationships with those groups (as agreed with the Cabinet Member) be the Council's representative on relevant external bodies.