

CABINET MEMBERS DELEGATED DECISION

Open		Would any decisions proposed:			
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		NO	
		Is it a Key Decision		NO	
Lead Member: Councillor Alistair Beales E-mail: cllr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk		Other Officers consulted: Chief Executive, Monitoring Officer			
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO	Environmental Considerations NO
Date meeting advertised: 2 nd September 2024			Date of meeting decision to be taken: 9 th September 2024		
Deadline for Call-In: 16 th September 2024					

MEMBER CHAMPIONS

Summary

It is within the Leader's gift to appoint Member Champions for the Council. Councillor Beales is formally appointing Councillor Steve Bearshaw as the Armed Forces Champion, Councillor Ben Jones as the Member Champion for Youth and Councillor Terry Parish for Parishes.

Recommendations

- 1 That Councillor Steve Bearshaw be appointed Member Champion for the Armed Forces**
- 2 That Councillor Ben Jones be appointed Member Champion for Youth.**
- 3 That Councillor Terry Parish be appointed Member Champion for Parishes.**

Reason for Decision

These Councillors will work actively on behalf of and with the Council on this subject matters.

1 Background

The Leader is appointing the Member Champions:

Armed Forces Champion – Councillor Steve Bearshaw

Youth Champion – Councillor Ben Jones

Parishes Champion – Councillor Terry Parish

The Role of Member Champions, and specific role descriptions are included with the delegated decision.

2 Options Considered

The Leader has a choice as to whether to appoint Member Champions. He chooses to appoint to these positions.

3 Policy Implications

None

4 Financial Implications

No special responsibility allowance is paid for the positions, financial implications should only be relevant to any expenses claimed for meetings attended.

5 Personnel Implications

None

6 Environmental Implications

None

7 Statutory Considerations

None

8 Equality Impact Assessment (EIA)

9 Risk Management Implications

The Role descriptions set out the detail of the position, preventing any ultra vires actions by the Champions.

10 Declarations of Interest / Dispensations Granted

11 Background Papers

Role Descriptions

Signed:.....

Cabinet Member for:.....

Date:.....



Stage 1 - Pre-Screening Equality Impact Assessment

Name of policy/service/function	Appointment of Member Champions for Armed Forces, Youth and Parishes				
Is this a new or existing policy/service/function? (<i>tick as appropriate</i>)	New		Existing	x	
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	The report is to appoint Member Champions for the Armed Forces, Youth and Parishes. This is a Discretionary function by the Leader.				
Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>)	Leader, Monitoring Officer, Cllrs Bearshaw, Jones and Parish.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group. NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age	x			
	Disability			x	
	Sex			X	
	Gender Re-assignment			x	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
Other (eg low income, caring responsibilities)Armed forces, Youth and Parish Councils.	X				
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between	No				

the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?		
3. Could this policy/service be perceived as impacting on communities differently?	No	The discretionary Member Champion roles will be to champion the council's relationship with the Armed Forces, Youth and Parishes.
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No	Potentially as they would champion both elements.
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No	Actions:
		Actions agreed by EWG member:
If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:		
Decision agreed by EWG member: ...Charlotte Marriott.....		
Assessment completed by:	Sam Winter	
Name		
Job title	Democratic Services Manager	
Date completed	August 2024	

Complete EIA Pre-screening Form to be shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

Armed Forces Champion

Role Specification

The Armed Forces Champion works closely with other colleagues at a number of different levels within the organisation.

Responsibilities will include:

1. To champion the Armed Forces across the Council.
 2. Act as the Champion for current and ex forces personnel who need assistance with signposting within the organisation and help unblock any problems that people have accessing services and relevant support,
 3. Encourage promotion of the values of the Armed Forces Covenant
 4. With agreement of the Leader, attend development events organised for the Armed Forces
 5. Understand and effectively represent priorities for the Council in terms of the Armed Forces Covenant.
-
- (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 Cabinet Members on issues affecting their area of interest;
 - (e) To attend meetings of the Council, its Committees and the Cabinet 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 cabinet members and officers about forthcoming business and exert influence on behalf of the interest in consultation with the relevant Cabinet 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 Cabinet Member), to act as the Council's representative on relevant external bodies where Council representation is required and approved.

Youth Champion

Role Specification

The Youth Champion works closely with other colleagues at a number of different levels within the organisation.

Responsibilities will include:

1. To champion the promotion of services and facilities for young people across the Council.
2. Act as the Champion for young people who need assistance with signposting within the organisation and help unblock any problems that young people have accessing services and relevant support,
3. With agreement of the Leader/Portfolio Holder, attend development events organised for young people.
4. Understand and effectively represent priorities for the Council in terms of young people

- (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 Cabinet Members on issues affecting their area of interest;
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- (l) Following the approval of the Leader (and Cabinet Member), to act as the Council's representative on relevant external bodies where Council representation is required and approved.

Parish Champion

Role Specification

The Parish Champion works closely with other colleagues at a number of different levels within the organisation.

Responsibilities will include:

1. To champion the promotion of services and facilities for parishes across the Council.
2. Advising on how to improve the working relationship between the borough council and parish and town councils
3. Assisting the leader of the council and portfolio holders on parish related matters
4. The champion's role complements the responsibilities of other councillors and portfolio holders.
5. With agreement of the Leader/Portfolio Holder, attend development events organised for parishes.
6. Understand and effectively represent priorities for the Council in terms of parishes.

- (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 Cabinet Members on issues affecting their area of interest;
- (e) To attend meetings of the Council, its Committees and the Cabinet 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 cabinet members and officers about forthcoming business and exert influence on behalf of the interest in consultation with the relevant Cabinet Member;
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- (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 Cabinet Member), to act as the Council's representative on relevant external bodies where Council representation is required and approved.

Local Protocol – Member Champions

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Annex 1 - Possible Roles of Member Champions

Local Protocol – Member Champions

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. Appointment of Member Champions

2.1 The Leader is responsible for appointing member champions. Any member of the Council may be member champion, including the Leader.

2.2 Member champions will generally be appointed following the whole local government elections that take place every four years and will normally be expected to serve for the period of his/her term of office to ensure some stability in the role. However, an appointment may be made during the four year period to any new position that is established or to a position where there is a vacancy. The appointments made by the Leader must be communicated in writing to the Chief Executive.

2.3 Any appointment should have due regard to the suitability for the role and relevant national and local guidance.

2.4 A member champion may be removed from office at any time by the Leader by written notice to the Chief Executive.

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

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 Cabinet 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. Cabinet Members – Working Relationship

5.1 The first point of liaison on all relevant issues for the Member Champion will be through the Cabinet Member/Leader.

5.2 Cabinet 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 Cabinet 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 Cabinet Member; and
(d) 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 Cabinet 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 Cabinet 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 Democratic Services Manager. When approved, expenses may be claimed.

9. Allowances

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

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 Cabinet Members on issues affecting their area of interest;
- (e) To attend meetings of the Council, its Committees and the Cabinet 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 cabinet members and officers about forthcoming business and exert influence on behalf of the interest in consultation with the relevant Cabinet Member;
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- (l) Following the approval of the Leader (and Cabinet Member), to act as the Council's representative on relevant external bodies where Council representation is required and approved.