

Appendix 3 – Proposed Member Champion Terms of Reference, December 2021

- 1) Member Champions will only be appointed in support of ~~agreed Council~~ policies and objectives *not directly covered by the annual Business Plan and Priorities, or existing Executive portfolios* and shall be elected members of Cherwell District Council.
- 2) Member Champions may be created by Council, the Executive or the Leader of the Council. Member Champions will *be appointed annually* ~~remain in their role until the expiration of their term of office as a Councillor~~, when the relevance of the appointment will be reviewed. The appointing body or office holder may decide at any point to review and terminate the appointment of a member Champion for good reason.
- 3) *Member Champions will be required to submit a report at the end of each Municipal Year, detailing the work that has been undertaken during their appointment. This report will help the Leader of the Council review the relevance of the appointment and determine if the role will continue*
- 4) ~~3)~~ Member Champions shall have no Executive or decision making powers and may not instruct officers. Champions shall not duplicate the work of Committee Chairmen and Executive members and shall ensure they liaise and advise them appropriately. Member Champions may not commit the Council to any course of action or any Council resources.
- 5) ~~4)~~ A register of Member Champions shall be maintained by the *Director* ~~Head~~ of Law and Governance and incorporated within the appropriate section of the constitution.
- 6) ~~5)~~ Member Champions shall not attract a Special Responsibility Allowance, but shall be able to re-claim travelling and subsistence expenses in line with the agreed scheme *and may attend appropriate events, seminars, training and conferences, subject to budget availability.*
- 7) ~~6)~~ *Any such applications for events, seminars, training and conferences shall be determined by the Director Law and Governance in consultation with the Leader of the Council.* ~~All such applications to attend events and for training and subsistence shall be determined by the Head of Law and Governance in consultation with the Leader of the Council, based on whether in consultation with the relevant lead officer it is felt to constitute value for money.~~
- 8) ~~7)~~ With regard to access to information Member Champions will be regarded as having 'a need to know' in terms of accessing information held by the authority in relation to the remit covered by their role.
- 9) ~~8)~~ Each Champion will have a link officer assigned from within the relevant or most appropriate service area. Officers will bring issues, initiatives and areas of work to the attention of Champions.
- 10) ~~9)~~ Champions may from time to time request to add agenda items or request to speak at a relevant meeting of the Council on an issue within the area to *which* they have been appointed.