

Part 12: Roles and Appointments

(February 2023)

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12.7.2 Role Description

12.1 Chairman and Vice-Chairman of the Council

The Chairman and Vice-Chairman of the Council will be elected by full Council annually.

The Chairman (and in their absence, the Vice-Chairman) will have the following responsibilities:

- to uphold and promote the purposes of the Constitution, and to interpret the Constitution within meetings of Council when necessary;
- to preside over meetings of Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
- to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not in the Executive or a Committee Chairman are able to hold the Executive and Committee Chairman to account;
- to promote public involvement in the Council's activities;
- to be the conscience of the Council; and
- to attend such civic and ceremonial functions as the Council and he/she determines appropriate.

Neither the Chairman nor Vice-Chairman of the Council can be a member of the Executive.

12.2 Leader of the Council

The Leader of the Council will be a councillor elected to that position by Council. The Leader of the Council shall be the Chairman of the Executive and shall have reserve powers to act in the absence or incapacity of any Executive Portfolio Holder.

The Leader will hold office for a four year term until:

- they resign from the office; or
- they are no longer a councillor;
- they are removed from office by resolution of the council.

12.3 Deputy Leader of the Council

The Leader of the Council may appoint a Deputy Leader of the Council at the start of each council year (or at other times during the council year should that be necessary) for the purpose of chairing meetings of the Executive in the absence of the Leader or in the absence of the Leader of the Council carrying out any duties and responsibilities given to the Leader of the Council by this Constitution.

12.4 Executive Portfolio Holders

Portfolio Holder areas of responsibility are determined and assigned by the Leader to individual members of the Executive whom they appoint. The Leader may re-allocate functions between Portfolio Holders during the council year and shall advise all members of the Council of the change as soon as practicable after any change has taken place.

Only Councillors may be appointed to the Executive. There may be no co-optees and no deputies or substitutes for Executive members. Neither the Chairman nor Vice-Chairman of the Council may be appointed to the Executive. Members of the Executive (including the Leader of the Council) may not be members of the overview and scrutiny committee.

Executive Portfolio Holders shall hold office until:

- they resign from office; or
- they are no longer councillors; or
- they are removed from office by the Leader of the Council who must give written notice of any removal to the Chief Executive. The removal will take effect two working days after receipt of the notice by the Chief Executive.

12.5 Leaders of Political Groups

Each political Group represented on the Council, before the Annual Council meeting, and whenever changes occur, must inform the Chief Executive in a notice of the names of the persons belonging to that political Group, the name of the person chosen to serve as Leader of the Group, Deputy Leader of the Group and Group secretary during the ensuing year.

All such notifications shall be reported to the next meeting of Council and recorded in the minutes.

12.6 Leader of the Opposition

The largest political Group or Groups not participating in the administration of the Council through forming the Executive shall be known as the opposition Group and the Leader of the Group shall be known as the Leader of the Opposition.

12.7 Member Champions

The Council will from time to time appoint Member Champions for various issues. The role and functions of Champions are determined by the Leader from time to time

12.7.1 Member Champions - Terms of Reference

(Adopted December 2021)

- 1) Member Champions will only be appointed in support of 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 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) 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) A register of Member Champions shall be maintained by the Assistant Director Law and Governance.
- 6) Member Champions shall not attract a Special Responsibility Allowance, but shall be able to 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) Any such applications for events, seminars, training and conferences shall be determined by the Assistant Director Law and Governance in consultation with the Leader of the Council.
- 8) 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) 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) 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.