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| **Report to** | **On** |  |
| **Cabinet** | **16 June 2021** |
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| **Title** | **Portfolio Holder** | **Report of** |
| Lead Member Roles - Terms of Reference | **Leader of the Council and Cabinet Member (Strategy and Reform)** | **Director of Governance and Monitoring Officer** |

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| Is this report confidential? | No  |

## Purpose of the Report

1. The Leader has previously reported to Council on the appointment of Lead Members and a review of Member Champions. It was agreed that terms of reference for these important roles would be brought forward to a future meeting of the Cabinet. This report outlines draft terms of reference for consideration and approval by Cabinet.

## Recommendations

1. To approve the terms of reference for Lead Members and Member Champions as outlined in the report.

## Reasons for recommendations

1. To ensure the role of the Lead Members and Member Champions is defined so that they are able to add value, are effective in their role and provided with the necessary support.

## Other options considered and rejected

1. Not applicable.

## Corporate outcomes

1. The report relates to the following corporate priorities: (tick all those applicable):

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| An exemplary council | 🗸 | Thriving communities |  |
| A fair local economy that works for everyone |  | Good homes, green spaces, healthy places |  |

## Background to the report

1. The Leader has created the following Lead Members roles as reported to Full Council:
* Youth and Mental Health Awareness - Councillor Matt Trafford
* Social Equality and Justice - Councillor Jacky Alty
* Climate Change - Councillor Keith Martin
1. The following Champion positions were also confirmed by Full Council:
* Armed Forces - Councillor Derek Forrest, Deputy: Councillor Alan Ogilvie
* Older People - Councillor Jane Bell
* Safeguarding - Councillor Jane Bell
* Volunteering and Friends Groups - Councillor Harry Hancock
1. In essence, it is proposed that Lead Members would support the Cabinet Member in the delivery of council priorities, strategies or projects and that Member Champions would take an overview and promote council commitments in their special interest area.
2. Appropriate support and learning opportunities have been put in place for Lead Members and Member Champions.

**Proposed Roles**

1. The following role and terms of reference for the **Lead Members** is proposed:
2. Maintain knowledge and awareness of the issues relevant to their lead responsibilities.
3. Liaise with Cabinet Members and senior officers on their lead responsibilities.
4. Communicate and represent the views of non-Cabinet Members to Cabinet Members relating to their lead responsibilities.
5. Assist Cabinet Members in promoting the efficient and effective delivery of relevant services and the achievement of relevant Council policies.
6. Respond to and assist the Scrutiny Committee or task groups as required on issues relating to lead responsibilities.
7. Report on specific agreed projects undertaken and delivered as required by Cabinet Members.
8. Present an annual report to Cabinet on their work
9. The Lead Member role does not have any decision-making powers.
10. The following role and terms of reference for the **Member Champions** is proposed:
11. Maintain knowledge and awareness of current activities and developments in relation to the Member Champion special interest area.
12. Promote and raise awareness of the Member Champion special interest area with Members and provide any support required by Cabinet Members.
13. Attend network meetings relevant to the Member Champion special interest area.
14. The Member Champion role does not have any decision-making powers.

## Risk

1. There are no risk management implications as a result of this report.

## Equality and diversity

1. There are no equality and diversity implications as a result of this report. However, it is noted that the Lead Member for Social Equality and Justice will play a key role in taking this important area forward with the relevant Cabinet Member.

## Air quality implications

1. There are no air quality implications as a result of this report. However, it is noted that the Lead Member for Climate Change will play a key role in taking this this important area forward with the relevant Cabinet Member.

## Comments of the Statutory Finance Officer

1. There are no financial implications as a result of this report.

## Comments of the Monitoring Officer

1. This report is in line with the Council’s constitution.

Background documents

There are no background documents.

## Appendices

There are no appendices.

Chris Moister

Director of Governance (Monitoring Officer)

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