

## APPENDIX 2

### MEMBERS CHAMPIONS

#### TERMS OF REFERENCE

- Member Champions will only be appointed in support of agreed Council policies and objectives and shall be elected members of Exeter City Council.
- Member Champions will report to the Leader of the Council.
- There will be two Member Champions – empowerment of **communities** looking at how the council can help foster civic responsibility and build capacity in the communities of Exeter to contribute to the wellbeing of the city and **commercialisation of the council** with a focus on maximising income and commercial opportunities. These Members Champions will help the Leader to take forward these important areas of work. These roles will not impinge on the every day work of councillors with their local communities and residents.

#### **Champion for the Empowerment of Communities**

*The following lists set out some of the things that the Council are doing, or aim to do, to empower communities in Exeter. The role of the champion is to monitor progress against these objectives and to help take them forward.*

- *Improve the strength and cohesion of communities by supporting the setting up of community groups across all areas of the city.*
- *Support the development of community centres or other facilities as hubs for meetings, events and activities.*
- *Support local communities to provide sports, leisure and recreational facilities in their local areas, including advising on access to funds and help with capacity building e.g. CIL, New Homes Bonus and community grants.*
- *Enable communities to assist with the delivery of services, or the management of facilities, in their local areas.*
- *Help communities to access support from businesses and encourage businesses to support Exeter's communities through their social responsibility initiatives.*
- *Promote civic responsibility and encourage communities in Exeter to contribute to the wellbeing of the city.*
- *Increase participation in local democracy*
- *Expand the use of digital media to help bring communities together and ensure the council engages with these networks across the city.*

#### **Champion for the Commercialisation of the Council**

*The role of the champion is to ensure that the council is maximising income generation through the following activities:*

- *Setting and reviewing of fees and charges effectively*
- *Exploiting invest to save opportunities*
- *Running an effective capital programme*

- *Capturing ideas for savings and income generation from staff across the organisation*
- *Optimising and adopting effective procurement practices*
- Member Champions may be created by Leader of the Council. Member Champions will 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 Leader may decide at any point to review and terminate the appointment of a member Champion for good reason.
- 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.
- 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.
- 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.
- Officers will be expected to support Member Champions.

### **ROLE DESCRIPTION**

Member Champions may carry out the following functions with the regard to the issue for which they have been appointed Champion, within the Terms of Reference as set out above:-

- Ambassador – to provide a visible focus and raise the profile of an issue both internally and externally to the Council.
- Adviser to the Council in relation to the issue to provide a source expertise.
- Bringing issues to the Council's attention.
- Liaising with and providing a bridge between the Council and external Group bodies and communities.
- Keeping their issue within the Council's priorities and purposes.
- Attend relevant council meetings when required to provide information and expertise on the issue for which they are Champion.
- Be granted access to meetings as the representative of the Leader of the Council