

Monitoring Officer Report

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Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report:

This annual report to Council seeks approval of the Council's committee structure and the appointments therein. It also covers the updated Terms of Reference for the Greater Norwich Growth Board, recommendations from the Standards Committee regarding Member Champions and the granting of a dispensation from the six month rule for a member who is currently unable to attend meetings.

Recommendations:

That Council approves:

1. Subject to the consent of the elected Leader of the Council; the delegation of responsibilities, Cabinet portfolio and Cabinet Panels as included in section 2 of this report and **Appendix 1** of this report.
2. The allocation of seats on Council committees in accordance with **Appendix 2** attached to this report and to appoint to these seats, as advised by Group Leaders.
3. The appointment of Chairman and Vice-Chairman as set out in **Appendix 2** attached to this report.
4. To support the continuation of the Greater Norwich Development Partnership and agree the revised Terms of Reference at **Appendix 3**.
5. To confirm the appointment of Member Champions, to confirm the revisions made to the number of Member Champions and to confirm the updated role profile at **Appendix 4**.

6. To delegate to the Monitoring Officer, in consultation with the Chair of the Standards Committee, the appointment to the Member Champion for Communities, should applications be received.
7. To grant a dispensation to Councillor Ken Kelly from attending meetings of the Council and Committees on which he serves until December 2024 at which point this will be reviewed.
8. Any consequential amendments to the constitution to be delegated to the Monitoring Officer.

1. Summary

- 1.1 This annual report to Council seeks approval of the Council's committee structure and the appointments therein. It also covers the updated Terms of Reference for the Greater Norwich Growth Board, recommendations from the Standards Committee regarding Member Champions and the granting of a dispensation from the six month rule for a member who is currently unable to attend meetings.

2. Committees Structure

- 2.1 The Leader of the Council, once elected, will confirm to this meeting their Cabinet Members and corresponding portfolios. In summary, the following portfolios are proposed, the detail of which can be seen at **Appendix 1** to this report:

Cabinet Portfolio	Corresponding Panel/Committee
Leader	
Finance	Audit Committee
Transformation and Organisational Development	Service Improvement and Efficiency
Communities and Housing	Communities, Housing and Planning
Economic Development	Economic Success
Environmental Excellence	Environmental Excellence
Planning	Communities, Housing and Planning

3. Appointments to Committees

- 3.1 Following the approval of the Committee Structure, the Council must review its appointments to the Committees.
- 3.2 Seats on the Council Committees and sub-committees have to be politically proportionate to the number of seats on the Council. The number of seats on the Council is 47 in total; 22 Conservative, 14 Liberal Democrat, 7 Labour and 4 Green. There are 104 committee seats on the ordinary committees and these are allocated in the following proportions:
- Conservative – 49 committee seats
Liberal Democrats – 31 committee seats
Labour – 16 committee seats
Green – 8 committee seats
- 3.3 The appointments to these committee seats must reflect the wishes of each political group. Group Leaders have been asked to make nominations on this basis.
- 3.4 Cabinet and its panels are exempt from the requirements to be politically proportionate. However, the Council elects to appoint members to the following panels on a politically balanced basis:
- Communities, Housing and Planning
 - Economic Success
 - Environmental Excellence
- 3.5 Appointments to the Community Grant Scheme Panel are made in line with the agreed terms of reference for the panel as follows:

- Portfolio Holder Communities & Housing
- Portfolio Holder Finance
- Leader of the Council
- Two members to achieve political balance

3.6 Licensing and Regulatory Committee has 13 seats and is politically proportionate. This may meet as a full committee; however, will more often meet as a sub-committee of three members to consider individual licence applications and appeals. Where possible, officers use a system of rotation of members for sub-committees and will try to maintain political balance. However, Licensing panels are not subject to the political proportionate rules.

3.7 The full schedule of the appointments to Committees 2023/34, as proposed by each Group Leader, is included at **Appendix 2**.

4. Appointment of Chairman and Vice Chairman

4.1 The Council is also responsible for appointing the Chairman and Vice-Chairman of specific committees, and these as set out in **Appendix 2** of this report.

5. Greater Norwich Development Partnership Revised Terms of Reference

5.1 The GNDP Terms of Reference were originally agreed in 2017 and aimed to contribute to the preparation of the Greater Norwich Local Plan. Now all three Councils have adopted the Local Plan, it is proposed that the GNDP be continued in order to co-ordinate successful joint working on planning and infrastructure funding and provision.

5.2 As a result, Council is asked to note the revised Terms of Reference at **Appendix 3**.

6. Member Champions

6.1 At the Standards Committee meeting in April 2024, members reviewed the applications received to date for Member Champion roles and noted the link between the outside body appointment to the Youth Advisory Board and the Member Champion for Younger People. The Standards Committee therefore recommend the following appointments:

- Member Champion for Armed Forces – Cllr Fraser Bowe
- Member Champion for Older People – Cllr Caroline Karimi-Ghovanlou
- Member Champion for Younger People – Cllr Jess Royal

6.2 The Standards Committee also reviewed the number of Member Champions alongside the level of interest received, and agreed to retain the above Member Champion roles and one other:

- Member Champion for Communities

6.3 Applications for this role are requested from Council and are to be provided to the Monitoring Officer by 30th June 2024. For ease it is proposed that the Monitoring Officer and the Chair of the Standards Committee will make the final decision on this last appointment, and Council are requested to delegate this authority.

6.4 Finally, to assist with clarity as to the role of the Member Champion the Monitoring Officer and the Chair of the Standards Committee have reviewed the role profile to make it more outcome focussed, this is attached at **Appendix 4**.

7. Dispensation from the six month rule

- 7.1 Section 85 of the Local Government Act 1972 provides that if a member of a local authority fails throughout a period of six consecutive months from the date of his / her last attendance to attend any meeting of the authority, he / she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.
- 7.2 However, under the terms of section 85 (1) of the Local Government Act 1972 the Council may pass a resolution that in the circumstances of the councillor's illness and inability to attend, the six month rule shall not apply.
- 7.3 Cllr Ken Kelly is currently unwell and not expected to be able to attend meetings for several months. Therefore, the Council is requested to grant a dispensation from attending meetings until the end of December 2024. The Monitoring Officer will keep this under review with the Leader of the Conservative Group.

8. Issues and risks

- 8.1 **Resource Implications** – No implications.
- 8.2 **Legal Implications** – the recommendations contained within this report ensure that the Council remains compliant with legislation.
- 8.3 **Equality Implications** – No implications.
- 8.4 **Environmental Impact** – No implications.
- 8.5 **Crime and Disorder** – No implications.
- 8.6 **Risks** – No implications.

9. Recommendations

That Council approves:

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Appendix 1

Portfolio Holder	Activity	Director	Assistant Director	Panel / Committee
Leader	Policy and Strategy	Director Resources	AD ICT/Digital & Transformation	Cabinet / Council
Leader	Communications and Marketing	Managing Director	Chief Of Staff	Cabinet / Council
Leader	Strategic Planning Policy including: - Community Infrastructure Levy - Local Development Framework - Joint Core Strategy - New Homes Bonus - Town Plans and Developer Guidance	Director Place	AD Planning	Communities, Housing & Planning
Leader	External Affairs	Managing Director		Cabinet / Council
Leader	Constitution	Managing Director	Chief Of Staff	Council
Leader	Commercial Ventures	Managing Director		Cabinet / Council
Leader	Elections and Electoral Registration	Managing Director	Chief Of Staff	Cabinet / Council
Leader	Emergency Planning and Business Continuity	Director Place	AD Regulatory	Cabinet / Council

Portfolio Holder	Activity	Director	Assistant Director	Panel / Committee
Finance	Risk Management	Director Resources	AD ICT/Digital & Transformation	Cabinet / Council and Audit Committee
Finance	Internal Audit	Managing Director	Chief Of Staff	Audit Committee
Finance	Accountancy and Treasury Management	Director Resources	AD Finance	Audit Committee
Finance	Finance including; - Income - Payments - Sundry Debtors	Director Resources	AD Finance	Audit Committee
Finance	Procurement and Supply Contracts	Director Resources	AD Finance	Audit Committee
Finance	Revenues including; - Council Tax Collection - National Non-Domestic Rates - Rate Relief Schemes	Director Resources	AD Finance	Cabinet / Council and Audit Committee
Finance	External Audit	Director Resources	AD Finance	Audit Committee
Finance	Legal Services	Managing Director	Chief Of Staff	Cabinet / Council

Portfolio Holder	Activity	Director	Assistant Director	Panel / Committee
Transformation and Organisational Development	Governance including; - Data Protection - Freedom of Information - Equalities	Managing Director	Chief Of Staff	Cabinet / Council and Audit Committee
Transformation and Organisational Development	Health and Safety	Director Resources		
Transformation and Organisational Development	Human Resources	Managing Director	Chief Of Staff	Cabinet / Council
Transformation and Organisational Development	Service Improvement and Efficiency - Organisational Development - Business Development - Business Improvement - Performance Improvement - Customer Insight	Director Resources	AD ICT/Digital & Transformation	SIEC
Transformation and Organisational Development	Shared Services	Managing Director	Chief Of Staff	SIEC
Transformation and Organisational Development	Democratic Services including; - Committee Services - Member Support	Managing Director	Chief Of Staff	Cabinet / Council
Transformation and Organisational Development	Information Technology, ICT Strategy, Telephony and GIS	Director Resources	AD ICT/Digital & Transformation	SIEC

Portfolio Holder	Activity	Director	Assistant Director	Panel / Committee
Communities and Housing	Community Capacity and Engagement including: - Community Volunteering - Community Engagement - Community Grants and Funding - Community Transport	Director People and Communities	Assistant Director Individuals and Families	Communities, Housing & Planning
Communities and Housing	Benefits including: - Council Tax Benefit - Housing Benefits	Director People and Communities	AD Individuals & Families	Communities, Housing & Planning
Communities and Housing	Housing Standards and Advice including; - Homelessness and Homelessness Prevention - Leased Properties and Hostels - Housing Advances - Housing Advice - Housing Register and Home Options - High Hedges - Housing Enforcement - Renovation Grants - Units Houses and HMOs	Director People and Communities	AD Individuals & Families	Communities, Housing & Planning
Communities and Housing	Independent Living including; - Care and Repair - Disabled Facilities Grants // Aids and Adaptations - Home Maintenance Advice - Supporting People - Welfare Rights and Advice - Handyperson Scheme	Director People and Communities	AD Individuals & Families	Communities, Housing & Planning
Communities and Housing	Early Help	Director People and Communities	AD Individuals & Families	Communities, Housing & Planning
Communities and Housing	Strategic Housing Policy including; - Affordable Housing - Housing Enabling	Director Place	AD Ec Dev	Communities, Housing & Planning

Portfolio Holder	Activity	Director	Assistant Director	Panel / Committee
Economic Development	Community Assets including: - Play Site Inspection and Adoption - Commons - Community Right to Buy - Heritage Site Management - Parish Land Management	Director Place	AD Ec Dev	Communities, Housing & Planning
Economic Development	Public Conveniences - Policy	Director Place	AD Regulatory	Economic Success
Economic Development	Public Conveniences - Cleansing	Director People and Communities	AD Community Services	Economic Success
Economic Development	Broadband for the Community	Director Place	AD Ec Dev	Economic Success
Economic Development	Car Parks	Director Place	AD Ec Dev	Economic Success
Economic Development	Parking Enforcement	Director Place	AD Ec Dev	Economic Success
Economic Development	Sport Development including; - Community Sport Network - Leisure Development - Play Development	Director People and Communities	AD Community Services	Economic Success
Economic Development	Leisure Services	Director People and Communities	AD Community Services	Economic Success
Economic Development	Economic Development including: - Regeneration - Visitor Economy Initiative - Tourism - Commercial Property	Director Place	AD Ec Dev	Economic Success

Portfolio Holder	Activity	Director	Assistant Director	Panel / Committee
Environmental Excellence	Gypsies and Travellers	Director People and Communities	AD Individuals & Families	Communities, Housing & Planning
Environmental Excellence	Street Lighting	Director Place	AD Ec Dev	Environmental Excellence
Environmental Excellence	Strategic Waste including: - Waste Partnerships - Waste and Environmental Strategy Development - Reuse and Recycling Project Work	Director Place	AD Community Services	Environmental Excellence
Environmental Excellence	Waste including; - Domestic Recycling - Domestic Refuse Collection - Mini Recycling Centres - Commercial Waste - Grounds Maintenance	Director People and Communities	AD Community Services	Environmental Excellence
Environmental Excellence	Community Protection and Environmental Quality including: - Surface Water & Sewerage - Environmental Crime - Environmental Health - Pest Control - Dog Control - Disease Control - Neglected Sites - Pollution - Community Safety	Director Place	AD Regulatory	Environmental Excellence
Environmental Excellence	Licensing including: - Alcohol Licensing - Animal Licensing - Gambling Licensing - Regulated Entertainment Licensing - Taxi Licensing - Hypnosis Licensing - Skin piercing registration	Director Place	AD Regulatory	Licensing Committee
Environmental Excellence	Food Safety	Director Place	AD Regulatory	Environmental Excellence
Environmental Excellence	Burials	Director People and Communities	Assistant Director Individuals and Families	Environmental Excellence
Environmental Excellence	Public Health Protection	Director Place	AD Regulatory	Environmental Excellence

Portfolio Holder	Activity	Director	Assistant Director	Panel / Committee
Planning	Design and Conservation including: _ Biodiversity / Ecology - Dangerous, ruinous or dilapidated buildings - Listed buildings - Tree preservation	Director Place	AD Planning	Communities, Housing & Planning
Planning	Development Control including; - Building Control - client functions - Planning Applications - Planning Appeals - Planning Enforcement - Street Naming & Numbering - Community Infrastructure Levy	Director Place	AD Planning	Communities, Housing & Planning
Planning	Land Charges	Director Place	AD Planning	Communities, Housing & Planning
Planning	CNC Building Control	Director Place	AD Planning	Communities, Housing & Planning

Appendix 2

Appeals - 8 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green Seats
Nigel Brennan	Sue Catchpole (C)	Emma Tovell (VC)	Jess Royal
Bill Johnson	Steve Riley		
Stuart Clancy			
Peter Berry			

Audit - 5 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green Seats
Grant Nurden	Tony Yousefian (C)	Calix Eden (VC)	
Peter Bulman	Paul Auber		

Awards - 10 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green Seats
Karen Vincent	Caroline Karimi-Ghovanlou (C)	Bibin Baby (VC)	Eleanor Laming
Ken Leggett	Shane Ward		
Nigel Brennan	Abu Miah		
Bill Johnson			
Peter Berry			

Emergency - 6 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green Seats
Fran Whymark	Sue Holland (C)	Natasha Harpley	
Jonathan Emsell	Dan Roper		
Martin Murrell			

Electoral Arrangements - 10 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green Seats
Peter Bulman	Dan Roper (C)	Emma Tovell (VC)	Jess Royal
Simon Jones	Nich Starling		
Fraser Bowe	Stuart Beadle		
Trudy Mancini-Boyle			
Peter Berry			

Joint Scrutiny - 6 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green Seats
Fran Whymark	Nich Starling (C)	Adrian Tipple (VC)	
Karen Vincent	Shane Ward		
Jonathan Emsell			

Joint Appointments - 4 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Fran Whymark	Sue Holland	Jo Bailey	
Paul Newstead			

Licensing - 13 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
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Shelagh Gurney	Sue Catchpole (C)	Bibin Baby (VC)	James Harvey
Jo Coplestone	Shane Ward	Vacant	
Fraser Bowe	Abu Miah		
Nigel Brennan	Stuart Beadle		
Peter Bulman			
Ken Kelly			

Overview & Scrutiny - 15 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Fran Whymark	Nich Starling (C)	Adrian Tipple	Eleanor Laming
Martin Murrell	Shane Ward	Emma Tovell	
Jonathan Emsell	Mark Goodman		
Paul Newstead	Tony Yousefian		
Peter Berry	Caroline Karimi-Ghovanlou		
Peter Bulman (VC)			
Lacey Douglas			

Planning - 11 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Bill Johnson	Caroline Karimi-Ghovanlou (C)	Bibin Baby	Eleanor Laming (VC)
Jo Coplestone	Paul Auber	Adrian Tipple	
Karen Vincent	Abu Miah		
Nigel Brennan			
Ken Leggett			

Service Improvement & Efficiency - 11 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Jonathan Emsell	Lisa Starling (C)	Bibin Baby (VC)	James Harvey
Paul Newstead	Dave Thomas	Emma Tovell	
Adrian Crotch	Tony Yousefian		
Stuart Clancy			
Richard Potter			

Standards - 5 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Nigel Brennan	Dan Roper (C)	Emma Tovell (VC)	Eleanor Laming
Lacey Douglas			

Communities, Housing & Planning Policy - 11 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Martin Murrell	Mark Goodman	Jo Bailey (C)	Eleanor Laming (VC)
Richard Potter	Dave Thomas	Adrian Tipple	
Lacey Douglas	Shane Ward		
Stuart Clancy			
Ken Leggett			

Economic Success - 11 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Jo Coplestone	Lisa Starling	Adrian Tipple (C)	James Harvey (VC)
Adrian Crotch	Sue Catchpole	Jo Bailey	
Jonathan Emsell	Paul Auber		
Fraser Bowe			
Karen Vincent			

Environmental Excellence- 11 seats

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green seats
Simon Jones	Sue Catchpole (C)	Emma Tovell	Jess Royal (VC)
Grant Nurden	Paul Auber	Calix Eden	
Paul Newstead	Mark Goodman		
Shelagh Gurney			
Ken Leggett			

Community Grant Scheme Panel - 5 seats (*)

Conservative Seats	Liberal Democrat Seats	Labour Seats	Green Seats
Peter Berry	Steve Riley (VC)	Natasha Harpley (C)	
Shelagh Gurney	Sue Holland		

Appendix 3 – GNDP Terms of Reference

Greater Norwich Development Partnership Board Terms of Reference February 2024

1. The Greater Norwich Development Partnership

The Greater Norwich Development Partnership, hereafter “the Partnership” comprises Broadland, Norwich and South Norfolk councils, working with Norfolk County Council and the Broads Authority.

2. Function of the Board

The Greater Norwich Development Partnership Board (“the Board”) exercises political leadership for the planning activities carried out jointly by the Greater Norwich local planning authorities and makes recommendations for decision to the local authorities. The Board itself has no formal decision-making authority.

3. Responsibilities

The Board is responsible for:

- making recommendations to the councils on joint planning matters and initiatives affecting the Broadland, City of Norwich and South Norfolk administrative areas in the context of national and local strategic planning policies;
- overseeing the preparation of a joint Local Plan or co-ordinated Local Plans for the three district local planning authorities, to include integrated land-use and transport policies;
- agreeing or amending any joint communications protocol agreed in accordance with its duties;
- overseeing the work of any joint local plan making activities, ensuring all parties work together effectively;
- ensuring timely and effective monitoring of the implementation of the adopted Local Plan;
- facilitating joint working between the local planning authorities and the local transportation authority on matters of common interest and benefit;
- reviewing the Community Infrastructure Levy or introducing a new Infrastructure Levy as appropriate and
- ensuring the Greater Norwich Infrastructure Plan and other relevant documents produced by the Greater Norwich Growth Board reflect the needs of the Greater Norwich Local Plan.

4. Membership of the Board

The Board comprises:

- up to three serving members from each local planning authority including the Leader and Planning Portfolio Holder;
- up to three serving members from Norfolk County Council;

- one member from the Broads Authority.

The Board is supported in its role by director-level representation from each local authority and advisors who will be seconded onto the Board when necessary.

Members may submit substitutes when unable to attend themselves, in agreement with the Chair.

Representatives from the Partnership’s Local Plan teams will attend when required.

5. Chair and Vice Chair

At the first meeting of the reconvened Board a Chair and Vice Chair will be elected from among its district members on a rotating basis.

The Chair and Vice Chair will serve for a 12-month period, 1 April to 31 March, except for the first term which will be from the date of election to the end of March 2025, or until:

- a new Chair is elected in accordance with paragraph 5.1 above;
- they cease to be a member of the Board; or
- they resign from the office of Chair or Vice Chair.

It is anticipated that the chair and vice chair will be from the three district councils as follows:

	GNDP Chair	GNDP Vice Chair
2024/25	South Norfolk	Broadland
2025/26	Broadland	Norwich
2026/27	Norwich	South Norfolk
2027/28	South Norfolk	Broadland

Where a casual vacancy arises in the office of Chair or Vice Chair of the Board, the Board will elect a replacement at the next meeting of the Board.

If both the Chair and Vice Chair are absent from a meeting or are unable to act as Chair, the Board will elect one of the local authority members to preside for the whole or balance of the meeting.

6. Project Manager

The GNDP Project Manager will be an officer appointed to support the Board. The pay and on-costs for this officer will be met by Broadland District, Norwich City and South Norfolk Councils, with each district providing an equal share of the costs. The GNDP Project Manager will be responsible for the project management of the GNDP work programme and will be accountable to the three funding Councils. In order to make use of existing expertise and for reasons of operational efficiency, the GNDP Project Manager will be employed by Norfolk County Council.

The functions of the GNDP Project Manager are:

- to maintain a record of membership of the Board;
- to maintain a register of Board members' interests;
- to maintain the Forward Plan;
- to summon meetings of the Board in accordance with section 7 below;
- to prepare and send out the agenda for meetings of the Board in consultation with the Chair and the Vice Chair;
- to keep a record of the proceedings of the Board;
- to take such administrative action as may be necessary to give effect to resolutions of the Board;
- to liaise with directors and planning policy managers to determine the content of officer and member meetings and the ongoing work programme.
- to project manage the GNDP work programme, as agreed by the Board
- such other functions as may be necessary to ensure delivery the GNDP work programme or otherwise determined by the Board.

7. Frequency and conduct of meetings of the Board

Meetings are held at least twice a year dependent on the content of the agreed work programme.

Meetings will be held in public as far as possible and live streamed via an appropriate and publicly accessible video streaming platform.

Members of the public may submit questions to the Board in respect of the development/monitoring of the Greater Norwich Local Plan (GNLP) or other matters that are before the Board. Questions are required to be submitted three working days before the meeting to the Project Manager. The time allowed for questions and responses will be limited to 15 minutes in total. There is no guarantee that all questions will be able to be answered in the given time and it is at the discretion of the Chair on the day as to whether the time available for questions should be extended. Questions and responses will be minuted.

Recommendations of the Board are unanimous. All members of the Board, or their agreed substitutes must be present, therefore.

The Board will comply with The Code of Recommended Practice for Local Authorities on Data Transparency.

8. Amendments to the Terms of Reference

Amendments will only be made to these Terms of Reference with agreement of the Partnership.

Appendix 4

Member Champion

The role of a Member Champion is to provide a Member focus and point of contact for a specific area of activity.

The focus of these appointments can be internal – giving a high-level Member focus to an area of activity or external – in response to organisations that want to raise awareness/ establish points of contact with local authorities.

Champions encourage people to play a fuller role in the subject area.

Main points of contact for each Member Champion are as follows:

Member Champion	Portfolio Holder	Senior Officer Lead	Forums
Armed Forces	Transformation & Organisational Development	Chief of Staff, through the Civic Office & HR	n/a
Younger People	Cross Cutting	Cross Cutting	Youth Advisory Board
Older People	Cross Cutting	Cross Cutting	Older Peoples Forum
Communities	Portfolio Holder Communities	AD Individuals & Families	

Role and responsibilities

- a) To work with officers and others in raising the profile of the area of activity (see above table).
- b) To work collaboratively with the relevant Portfolio Holder and Senior Officer Lead.
- c) To review committee reports, as appropriate, and ensure the area of focus is considered when necessary and appropriate views are sought.
- c) To work with other Member Champions as appropriate.
- d) To attend relevant training, learning and development opportunities and promote the interest through various routes including social media, website and magazine (through officers).
- e) To keep apprised of developments and issues.
- f) To keep Members informed of relevant issues and raise awareness through reports to Council as appropriate.