

PROCESS AND GUIDANCE FOR ELECTED MEMBER CHAMPIONS



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Introduction

1. The Accounts and Audit Regulations require all authorities to produce an Annual Governance Statement from 2007/08 and place great emphasis on the way in which officers and Members work together to achieve good governance. Having Member Champions is one means of demonstrating these good governance arrangements.
2. Although it is entirely appropriate that a Member should become involved in any area of interest, it is helpful to officers and ultimately to the achievement of the Authority's vision, to have nominated Member Champions associated with certain areas of work and with whom Officers can build relationships and share knowledge.
3. A structured Member Champion process provides valuable evidence of improvement if the Authority wishes to apply for Exemplar status which is the next level up from the Member Development Charter. This structure will not restrict involvement in the business of the Service to Champions alone and it is expected that Members will continue to be involved in areas of interest when they wish to.

Elected Member Champion Roles and Process

4. The Elected Member Champion Roles are outlined below at Appendix A
5. Each Champion will be linked to a Director (sometimes this will be the same person) who will offer additional support and guidance to the Member Champion and deal with any issues that arise.
6. As soon as a Member becomes a Champion, the relevant Director/Officer should make contact with him/her to discuss their expectations of the Champion partnership.
7. Directors/Officers should ensure that they make contact with and brief their Member Champion on a regular basis. This will differ in the case of each Champion role but again, expectations around the individual Champion partnerships should be based on the attached general role map (Appendix A) and agreed in writing using the attached template (Appendix B) as soon as possible after the Member Champion is confirmed in that role.

The completed template should be returned to the Head of Corporate Services.

ELECTED MEMBER CHAMPION

The role of Champion will enable Authority Members to further develop knowledge and understanding and fulfil the requirements of the Fire Authority Elected Members' Role Map through the following key activities:

- A Assess the effectiveness of current services for fire, rescue and emergency planning.
- B Consider and recommend strategy and resources for future delivery of fire, rescue and services.
- C Lead and support the delivery of effective and risk managed prevention and protection, emergency response and organisational support services.

DUTIES:

1. Research the subject area through reading documents, website, internet, training sessions, visits etc, to develop knowledge and understanding of the services provided by Cleveland and other Fire and Rescue Services.
2. Hold and attend meetings and develop relationships with Brigade Managers/employees to further develop knowledge and understanding of the services provided by Cleveland Fire Brigade.
3. Share the knowledge and understanding gained with all Fire Authority Elected Members via (a) a briefing document and/or (b) a short presentation.
4. Coach/mentor individual Elected Member colleagues in the development of knowledge and understanding as requested.
5. Expectations for each individual Champion Partnership will be agreed in writing between Elected Member and Officer Champions supported by Democratic and Member Services.

MEMBER CHAMPIONS

Title	Member Champion	Officer Champions
Diversity Champion	Councillor Forster	Carol McCletchie
Neighbourhoods Champion (includes Waste Management, Asset Management, Environment)	Councillor Forster	Gary Cawley
Improvement and Value for Money Champion (includes Performance Management, developing data quality; Efficiency, Business/Corporate Risk Management)	Councillor O'Donnell	Karen Winter
Safer Communities Champion (includes Health and Safety)	Councillor Akers-Belcher	Phil Lancaster
Children & Young People Champion	Councillor Kirton	Phil Lancaster
Healthier Communities Champion	Councillor Brunton	Phil Lancaster
Employer of Choice Champion (includes Member Development, Standards and Ethics)	Councillor Porley	Carol McCletchie
Community Engagement & Partnership Champion	Councillor Payne	Carol McCletchie
Hartlepool Community Leadership Champion	Councillor Payne	Dave Turton
Middlesbrough Community Leadership Champion	Councillor Porley	Chris Chisholm
Redcar & Cleveland Community Leadership Champion	Councillor Forster	Steve Walton
Stockton Community Leadership Champion	Councillor O'Donnell	Ian Harrington

Champion Partnership

Agreed Objectives

Champion Partnership Role	
Member Champion name	
Contact details: Phone Mobile Email Address	
Officer Champion name	
Contact details: Phone Mobile Email Address	
Agreed Objectives	1. 2. 3. 4.
Process of reporting back to Authority Members	
Regular Meetings to be attended	
Date Agreed	
Please send the completed form to Beverley Parker, Head of Corporate Support 01429 874073	For DMS use only: Date Received: