



North Devon Council

Report Date: Tuesday, 9 January 2024

Topic: Role of Lead Members

Report by: Head of Governance

1. INTRODUCTION

- 1.1. Following the District Council elections in May 2023, Annual Council at its meeting on 18 May 2023 appointed six Lead Members to act as an advocate or spokesperson for a specific area of the Council's business.
- 1.2. The Constitution includes a basic role description for the role of a Lead Member, however, the expectations of the role of a Lead Member is currently not clearly defined.

2. RECOMMENDATIONS

- 2.1. That Council be recommended to adopt the Lead Member Protocol as detailed in Appendix A of the report and that it be incorporated within Part 7 of the Council's Constitution.

3. REASONS FOR RECOMMENDATIONS

- 3.1. To ensure that there is a Protocol in place which clearly defines the role and expectations of a Councillor who is appointed as a Lead Member.

4. REPORT

- 4.1. Annual Council at its meeting on 18 May 2023 appointed six Councillors as Lead Members to act as an advocate or spokesperson for the following specific areas of the Council's business:

Climate and Biodiversity
Commercialisation and Resources
Coastal Communities
Regeneration, Economic Development and Planning
Housing
Waste and Recycling

- 4.2. Members Role Descriptions contained in Part 7 of the Constitution includes a basic role description for the role of Lead Member. However, this does not clearly set out the expectations of a Councillor who is appointed as a Lead Member.
- 4.3. A Lead Member protocol has been drafted and attached as Appendix A of the report. It sets out the appointment of Lead Members, the role and expectations, the arrangements that will be put in place by the Council to support Lead Members, how the role will be recognised internally and the

external working relationships that the Lead Member will be required to develop.

4.4. This protocol will ensure that the role, responsibilities and expectations of a Councillor appointed to the role as a Lead Member is clear and transparent.

4.5. The Lead Member role is identified as a role within the Scheme of Members Allowances and attracts a special responsibility allowance.

5. RESOURCE IMPLICATIONS

5.1. There are no additional resource implications.

6. EQUALITIES ASSESSMENT

6.1. There are no equality implications anticipated as a result of this report.

7. ENVIRONMENTAL ASSESSMENT

7.1. There are no environmental implications arising from these proposals.

8. CORPORATE PRIORITIES

8.1. What impact, positive or negative, does the subject of this report have on:

8.1.1. The commercialisation agenda: Positive

8.1.2. Improving customer focus and/or: Positive

8.1.3. Regeneration or economic development: Positive

8.1.4. Protect and Enhance the Environment: Positive

9. CONSTITUTIONAL CONTEXT

9.1. Save as provided in paragraph 9.2 below, the decision in respect of the recommendations in this report can be made by this Committee pursuant to delegated powers provided in Part 3 Annex 1 paragraph 5 of the Constitution.

9.2. As noted in the report, the power to decide on one or more of the recommendations in this report is reserved to Council pursuant to Article 4, paragraph 4.5.1 and as such the recommendation must be referred to Council to ratify.

10. STATEMENT OF CONFIDENTIALITY

This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.



11. BACKGROUND PAPERS

The following background papers were used in the preparation of this report:
Stroud District Council's Member Champion Protocol
(The background papers are available for inspection and kept by the author of the report).

12. STATEMENT OF INTERNAL ADVICE

The author (below) confirms that advice has been taken from all appropriate Councillors and Officers: Chief Executive, Head of Governance, Director of Resources and Deputy Chief Executive, Senior Solicitor and Monitoring Officer, Senior Management Team.