

APPENDIX C

Lead Member – Role Description

Lead Members will be appointed to liaise with managers at a senior level in order to contribute at a governance level to the excellent work of individual Departments.

Lead Members are not in any way responsible for the management of any aspect of the service but rather to provide assistance and support to managers in specific and general projects.

1. To meet regularly at least 4 times per year with the Area Manager/Director/Head of Service (as appropriate) to obtain updates.
2. To liaise between the Authority and the service in respect of the service/department allocated.
3. To provide a well informed view to the Performance and Scrutiny Committee and task and finish group as required.
4. To give an annual presentation to the Authority or specific decision making committee in respect of the work of the service in question over the proceeding 12 months.
5. To provide, in conjunction with the Area Manager/Director/Head of Service, advice and guidance to new Members of the Authority in respect of the service in question.
6. To be a point of contact, in conjunction with Area Manager/Director/Head of Service, for Senior Members in respect of the service in question.
7. To highlight any areas that they consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.