

MERSEYSIDE FIRE AND RESCUE **AUTHORITY**

LEAD MEMBERS & SUPPORT **OFFICERS**

Process and Guidance for Lead Members and Support Officers
2013 - 14



Introduction

1. The role of Lead Members is important to the Authority. Although it is entirely appropriate that a Member should become involved in any area of interest, it is helpful for Members and ultimately to the delivery of the Authority's mission, if certain areas of work have nominated Lead Members who can achieve an enhanced level of knowledge of a particular service area that they can share with other Members.
2. All authorities are required to produce an Annual Governance Statement and such an arrangement will demonstrate to auditors the way in which Authority Members work together and with officers to achieve a deeper level of understanding of the Service that ultimately assists them in their leadership and decision making.
3. Lead Members will be the key Members involved in assigned Task and Finish Groups called by the Authority, any of its Committees; or any Member.

Lead Member Roles and Process

4. The Authority has six roles of Lead Member which are outlined in Appendix 1. The generic Lead Member role map is attached at Appendix 2. All Lead Members will work with a nominated Support Officer (also detailed in Appendix 1) who will provide them with information and guidance and update them on developments in the area for which they are the appointed Lead Member.
5. Once a Member is appointed as a Lead Member, arrangements will be made initially by Democratic Services for the Member and Support Officers to meet and set out a schedule of meetings throughout the year. Members and Officers will meet to discuss their expectations of the partnership. The partnership should be a two way, supportive process, with Officer Supports enhancing the knowledge of the Lead Member in their particular area and the Lead Member then feeding back and sharing that information with other Members at meetings of the Authority.
6. Officers and Lead Members should meet on a regular basis, with a series of meeting dates being set at the first meeting between Members and their Officer Supports. The format and frequency of these meetings will differ in the case of each Lead Member role but expectations around the individual partnerships should be based on the attached generic role map (Appendix 2) and agreed in writing using the attached template (Appendix 3) as soon as possible after the initial meeting, with a copy provided for the Member and Officer Support and a copy to the Democratic Services Manager for Members Records.
7. At the first meeting held between the Lead Member and the relevant Officer Support, a Forward Work Plan should be devised. This Plan should be reviewed and updated at each subsequent meeting held between the Member and Officer.

8. Where the Officer Support wishes to submit a Report to the Authority or its Committees, on a topic which falls within the remit of their Lead Member, they should seek wherever practicable to discuss this with their Lead Member prior to the report being considered by any meeting of the Authority. In turn, the Lead Member will be expected to contribute to discussions around the report when it is considered, which will aid the process of scrutiny.
9. Should the Authority, any of its Committees or indeed any Member request to scrutinise a particular topic which falls within the remit of a particular Lead Member, the relevant Member, their Support Officers and any key reference holders will be required to work together as a Task and Finish Group.
10. Democratic Services will notify the Lead Member and Support Officer/s of the request and request that the Support Officer make arrangements for a meeting of the Task And Finish Group.
11. Lead Members and Support Officers are to work together to produce a report for submission to the relevant Committee, detailing the findings of; and making recommendations on behalf of the Task And Finish Group.
12. Lead Members and Officer Supports are to keep Democratic Services informed of any meetings which take place, and any events attended, to enable an accurate record to be maintained of Member involvement. Democratic Services are also to be informed of any actions required by the Lead Member and wherever possible, copies of notes from meetings are to be submitted to the Democratic Services Team to ensure accurate records are maintained and to ensure that Democratic Services are aware of any reports to be included on forthcoming Agenda's.

Special Responsibility Allowance

13. Lead Members will each receive a Special Responsibility Allowance unless already in receipt of a Special Responsibility Allowance for any other additional responsibility under the Members Allowance Scheme.

<u>Area</u>	<u>Lead Member</u>	<u>Support Officer</u>
<i>Operational Preparedness</i>	Cllr Sharon Sullivan	AM Nick Searle – Director of Operational Preparedness
<i>Operational Response</i>	Cllr Barbara Murray	AM Dave Mottram – Director of Operational Response
<i>Prevention and Protection</i>	Cllr Pat Moloney	AM Myles Platt – Director of Prevention & Protection
<i>Environment, Health & Safety</i>	Cllr Steve Niblock	GM John McNeil – Health And Safety Manager
<i>Equality and Diversity</i>	Cllr Robbie Ayres	Wendy Kenyon – Diversity & Consultation Manager
<i>Collaboration & Community Partnerships</i>	Cllr Tony Newman	Stewart Woods – Facilities Manager

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 preceding 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.

Declaration of understanding and acceptance of Role:

SIGNED:	
DATE:	
PRINT NAME:	

Lead Member Partnership
Agreed Objectives

Lead Member Role	
Lead Member's name/s	
Contact details: Phone Mobile Email Address	
Support Officer's name/s	
Contact Details: Phone Mobile Email Address	
Regular Meeting dates to be attended	
Agreed Objectives	
Process of reporting back to Authority Members	
Date Agreed	
Please send the completed form to Helen Peek, Democratic Services Manager, Service Headquarters 0151 296 4112	For Democratic Services use only: Date Received: