

Lead Member Role Description – Finance, Assets & Efficiency

The Lead Member for Finance, Assets & Efficiency will be required to liaise with the Deputy Chief Executive (or other relevant Officers), on a regular basis, in order to contribute at a governance level to the excellent work of the Departments.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following area:

- Budget and Finances
- Shared Services
- Value for Money
- Audit
- Procurement Efficiencies
- Major Projects
- Estates Work
- ICT Arrangements
- Environmental Issues

As Lead Member for Finance, Assets & Efficiency, you will be required to:

1. Meet regularly (4 times per year as a minimum) with the Deputy Chief Executive (or other relevant Officers) to obtain updates.
2. Provide a well-informed view in relation to financial matters and major schemes and projects, or matters concerning efficiencies, or the Authority's assets, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the relevant Departments, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Deputy Chief Executive (or other relevant Officers), advice and guidance in respect of Finance, Asset and Efficiency matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
6. To consider and review environmental performance.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from a Finance, Asset and Efficiency perspective).
- Scrutiny of major projects
- Environmental Performance (production of bi-annual reports)

Declaration of understanding and acceptance of Role:

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Lead Member Role Description – Operational Preparedness

The Lead Member for Operational Preparedness will be required to liaise with the Area Manager responsible for Operational Preparedness on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following areas:

- Training and the TDA (Training & Development Academy)
- Operational Intelligence
- Operational Planning
- Operational Equipment
- Search & Rescue Team
- Marine Rescue Unit
- Merseyside Fire & Rescue Control (previously MaCC)

As Lead Member for Operational Preparedness, you will be required to:

2. Meet regularly (4 times per year as a minimum) with the Area Manager to obtain updates.
2. Provide a well-informed view in relation to Operational Preparedness matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the Operational Preparedness function, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Area Manager, advice and guidance in respect Operational Preparedness matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
7. Meet with the relevant Group Managers for each specific area to gain a broad understanding of the Directorate.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from an Operational Preparedness perspective).
- Scrutiny of our response to flooding/ adverse weather – issues for the future?

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Lead Member Role Description – Operational Response

The Lead Member for Operational Response will be required to liaise with the Area Manager responsible for Operational Response on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following areas:

- Operational Response Times/ Standards
- Operation of Community Fire Stations
- Health & Safety
- Incident Management
- Time & Resource Management (Operational Staffing and Appliance Availability)

As Lead Member for Operational Response, you will be required to:

3. Meet regularly (4 times per year as a minimum) with the Area Manager to obtain updates.
2. Provide a well-informed view in relation to Operational Response matter, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the Operational Response function, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Area Manager, advice and guidance in respect Operational Response matters.
5. To highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
8. Attend meetings of the Health, Safety and Welfare Committee.
9. Attend arranged Member Station Visits where possible.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- Impact of the reduction in Fire Appliance on response times

- Scrutiny of our response to flooding/ adverse weather – issues for the future?
- How well do we work with our partners? (from an Operational Response perspective).
- Production of the Health & Safety Annual Report.

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Lead Member Role Description – People & Organisational Development

The Lead Member for People & Organisation will be required to liaise with the Director of People & Organisational Development, on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following area:

- Employee Issues
- Sickness/ Absence
- Professional Standards
- Work Routines
- Organisational Structure
- Industrial Relations
- Staff Consultation

As Lead Member for People & Organisation, you will be required to:

4. Meet regularly (4 times per year as a minimum) with the Director of People & Organisational Development (and/or other relevant Officers) to obtain updates.
2. Provide a well-informed view in relation to Employee matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the relevant Department, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Director of People & Organisational Development (or other relevant Officers), advice and guidance in respect of Employee matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
10. Attend any staff consultation events/ briefings wherever possible.
- 11.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from an Employee perspective).
- What is our capacity to continue to provide services following cuts/ downsizing?

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Lead Member Role Description – Prevention & Protection

The Lead Member for Prevention & Protection will be required to liaise with the Area Manager responsible for Prevention & Protection on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following areas:

- Fire Prevention
- Fire Protection
- Prosecutions
- Fire Service Direct
- Fire Support Network
- Incident Investigation
- Fireworks Misuse
- Hate Crime Issues
- Youth Engagement

As Lead Member for Prevention & Protection, you will be required to:

5. Meet regularly (4 times per year as a minimum) with the Area Manager to obtain updates.
2. Provide a well-informed view in relation to Prevention & Protection matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the Prevention & Protection function, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Area Manager, advice and guidance in respect Prevention & Protection matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
12. Attend Youth Engagement Events wherever possible.
13. Attend Bonfire Briefings wherever possible.

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners? (from a Prevention & Protection perspective).
- What is the cost of our fire prevention activity?

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Lead Member Role Description – Strategy & Performance

The Lead Member for Strategy & Performance will be required to liaise with the Director of Strategy & Performance, on a regular basis, in order to contribute at a governance level to the excellent work of the Department.

The Lead Member will not, in any way, be responsible for the management of any aspect of the service but will provide assistance and support to managers in relation to specific and general projects.

This role will encompass the following area:

- Strategic Planning – specifically the IRMP (Integrated Risk Management Plan), Service Delivery Plan, Community Safety and Functional Plans
- Equality & Diversity
- Performance Management
- Community Engagement/ Consultation
- Corporate Risk Management
- Information Management and Governance
- Corporate Communications

As Lead Member for Strategy & Performance, you will be required to:

6. Meet regularly (4 times per year as a minimum) with the Director of Strategy & Performance (and/or other relevant Officers) to obtain updates.
2. Provide a well-informed view in relation to strategy or performance matters, to the Performance and Scrutiny Committee and task and finish groups as required.
3. Give an annual presentation to the Authority or specific decision making committee in respect of the work of the relevant Department, over the preceding 12 months.
4. Provide to new Members of the Authority (or any Member as required), in conjunction with the Director of Strategy & Performance (or other relevant Officers), advice and guidance in respect of strategy or performance matters.
5. Highlight any areas that you consider requires further scrutiny or review, in consultation with the Chair of the Authority; and report this back to the Performance & Scrutiny Committee.
14. Attend any Community Consultation/ Engagement Events wherever possible.
15. Attend meetings of the Diversity Action Group (DAG).

In addition, you will be required to have involvement in the following scrutiny reviews, contained within the Forward Work Plan for the Authority's Performance & Scrutiny Committee:

- How well do we work with our partners?
- How Effective Is Our Consultation Process?
- Progress Against the Equality & Diversity Action Plan and production of the Equality & Diversity Annual Report.

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