

# ***MERSEYSIDE FIRE AND RESCUE AUTHORITY***

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## ***Process and Guidance for Lead Members and Support Officers 2014 - 15***



## **Introduction**

1. The roles of Lead Members are 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 an appointed Lead Member, who can attain an enhanced understanding of a particular service area. It is also important that the knowledge obtained is shared with other Authority Members.
2. All authorities are required to produce an Annual Governance Statement; and the Lead Member Process will demonstrate how Authority Members work effectively together; and with Officers, to attain enhanced knowledge that assists in their leadership and decision making.
3. For 2014/15, the Authority has six Lead Members roles, each covering a specific area of service delivery and focusing on the strategic direction of the Authority over the coming years.

## **Lead Member Roles and Process**

4. All Lead Members will work with Support Officers, who will provide them with information and guidance; and update them on developments within their appointed area.
5. Following their appointment, Lead Members are to meet with their Support Officers at their earliest convenience. At this initial meeting, both parties should agree a schedule of meetings for the year. Meetings should take place regularly, although the frequency and format of meetings will differ for each specific Role.
6. Lead Members should be invited to; and encouraged to attend any "Strategic" level internal meetings, Boards, or Events connected to their appointed area.
7. The partnership between Lead Members and their Support Officers should be a two way supportive process. Officers should aim to enhance the knowledge of the Lead Member; and in return, the Lead Member should contribute to discussions around their specific area when related items are considered during meetings of the Authority.
8. Both parties should discuss their expectations of the partnership at their initial meeting, which should be based around the specific role map for that area (attached as Appendix 2). Objectives should be agreed in writing using the attached template (Appendix 3) with copies provided to the Member, Support Officers and Democratic Services.
9. The Lead Member and Support Officers should work together to agree an Action Plan, for the completion of any Scrutiny Reviews connected to their area.
10. Lead Members should provide feedback to the rest of the Authority, on an annual basis (and individual Members when requested) to share the knowledge they have obtained; and enhance the understanding of other Members.
11. Support Officers should seek, wherever practicable, to discuss any reports they plan to submit to the Authority, with their Lead Member during the preparation stage, to enable the Member to contribute where appropriate; and be fully briefed on the issue. In turn, when the report is considered by the Authority, the Lead Member will be expected to contribute to discussions around the item.
12. Both Lead Members and Support Officers will play a key part in scrutiny reviews or Task & Finish Groups related to their specific area, both those contained within the Forward Work Plan for the Performance & Scrutiny Committee, and those requested by any Committee or individual Member. Both Members and Officers will be expected to participate fully in such reviews, attend

all associated meetings; and work together to produce a report for submission to the relevant Committee, detailing the findings of; and making recommendations in relation to the scrutiny review or on behalf of a Task And Finish Group. In addition, the Lead Member may be called upon to Chair any related Task & Finish Groups.

13. In order to assist the Authority's scrutiny arrangements, all Lead Members will be required to meet with the Chair of the Performance & Scrutiny Committee on a quarterly basis, to provide an update on all scrutiny reviews under their remit.
14. Support in relation to the Lead Members process will be provided by the Democratic Services Team, who will attend all relevant meetings to ensure accurate records are maintained.

### **Special Responsibility Allowance**

15. 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>
<b><i>Operational Preparedness</i></b>	Cllr	AM Nick Searle –Operational Preparedness
<b><i>Operational Response</i></b>	Cllr	AM Dave Mottram –Operational Response
<b><i>Prevention and Protection</i></b>	Cllr	AM Myles Platt –Prevention & Protection
<b><i>Finance, Assets &amp; Efficiency</i></b>	Cllr	Kieran Timmins – Deputy Chief Executive
<b><i>People</i></b>	Cllr	Nick Mernock – Director of People & Organisational Development
<b><i>Strategy &amp; Performance</i></b>	Cllr	Deb Appleton – Director of Strategy & Performance

**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:**

<b>SIGNED:</b>	
<b>DATE:</b>	
<b>PRINT NAME:</b>	

**Lead Member Partnership**  
**Agreed Objectives**

<b>Lead Member Role</b>	
<b>Lead Member's name/s</b>	
<b>Contact details:</b>  <b>Phone</b> <b>Mobile</b> <b>Email</b> <b>Address</b>	
<b>Support Officer's name/s</b>	
<b>Contact Details:</b>  <b>Phone</b> <b>Mobile</b> <b>Email</b> <b>Address</b>	
<b>Regular Meeting dates to be attended</b>	1. 2. 3. 4
<b>Agreed Objectives</b>	1. 2. 3. 4
<b>Process of reporting back to Authority Members</b>	
<b>Date Agreed</b>	
<b>Please send the completed form to Helen Peek, Democratic Services Manager, Service Headquarters 0151 296 4112</b>	<b>For Democratic Services use only:</b>  <b>Date Received:</b>