

## **East Sussex Fire Authority Members**

### **East Sussex County Councillors**

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All postal correspondence to Councillors may be sent via Democratic Services, East Sussex Fire & Rescue Service Headquarters, Church Lane, Lewes, East Sussex, BN7 2DZ.



## **Fire Authority Lead Members**

The Fire Authority benefits from having Lead Members who will provide detailed support, advice and scrutiny for matters overseen by the Policy & Resources and Scrutiny & Audit Panels. Guidance on the exact role of Lead Members includes:

- i. [Role Scope](#)
- ii. [Reporting .](#)
- iii. [Media Statements & Press Releases](#)
- iv. [Lead Member Engagement](#)
- v. [Strategies and ESFRS Functions](#)
- vi. [Support & Training](#)

[APPENDIX A – Lead Member Arrangements](#)

Lead Members current remits as at June 2021 are set out in Appendix A.

## **LEAD MEMBER ROLES AND RESPONSIBILITIES**

### **GUIDANCE AS AT JUNE 2021**

In addition to the more general requirements of their role on the Fire Authority, Lead Members are expected to become experts within their remit and to represent the Fire Authority within their specialist area.

#### **i. Lead Member Scope**

The Fire Authority does not have executive governance arrangements. It runs under committee arrangements, at East Sussex Fire Authority these are referred to as “Panels”. Any executive powers delegated by the Fire Authority are defined within the terms of reference of the Panels, or delegated functions of officers of the Fire Authority. Lead Members do not have any additional executive powers.

Lead Members are accountable to the Fire Authority and its Panels. Their scope is to represent their remit to the Fire Authority and provide assurance that recommendations and decisions arising within their remit are sound and evidence based, have followed appropriate processes and are aligned to the Authority’s Strategies.

#### **ii. Lead Member Reporting**

It will occasionally be necessary for a Lead Member to contribute to reports for the Policy & Resources or Scrutiny & Audit Panel. Preparation of reports will be the responsibility of the lead Principal Officer/Assistant Director.

Where a Lead Member has contributed to a report, they will be named alongside the lead Principal Officer/Assistant Director.

It is the responsibility of the lead Principal Officer/Assistant Director to liaise with Lead Members to ensure their comments and contributions are included within reports.

When relevant, the lead Principal Officer/Assistant Director and their Lead Member, will create a summary of Lead Member actions/updates three weeks prior to the next Fire Authority meeting.

Principal Officer/Assistant Directors will support Lead Members and advise on strategic issues. Where a Member Lead identifies an area which might merit further scrutiny, they should inform their lead Principal Officer/Assistant Director, who after due consideration will ensure it is addressed in an appropriate manner.

Meetings between Lead Members and Principal Officers will be arranged on a regular basis, to fit in with the Fire Authority timetable.

**iii. Media Statements and Press Releases**

Lead Members are permitted to make statements on their remits, but this must be done in accordance with the Fire Authority's Communication, Engagement and Consultation Strategy and in consultation with responsible officers.

Lead Member communications are welcomed as a means of enhancing public knowledge and engagement in the work of our organisation and helping us to make our local communities safer and more sustainable.

All Member led communications must be agreed in advance by the Chairperson and lead Principal Officer or, in their respective absences, the Vice Chairperson and another Principal Officer. Any urgent communication with the media must be co-ordinated through the ESFRS Communications & Marketing Manager.

Generally, the lead Principal Officer will prompt/encourage when a press release should be made, but Member Leads are encouraged to take the initiative on relevant occasions, in consultation with the lead Principal Officer.

**iv. Lead Member Engagement**

Any engagement Lead Members have with external parties must be within the context of the Fire Authority's Communication, Engagement and Consultation Strategy .

Generally, it will be for the lead Principal Officer to prompt/encourage consultation and engagement opportunities, but it is hoped that Lead Members will take the initiative on relevant occasions, in consultation with the lead Principal Officer, and ensure feedback received is captured.

**v. Strategies and ESFRS functions**

Lead Members should have a broad understanding of the Fire Authority strategies and a working knowledge of how ESFRS functions, including potential areas of overlap. Care should be taken to ensure all issues are given appropriate consideration as part of specific Lead Member remits. Where potential conflicts arise, these should be discussed with Lead Members, Group Leaders and the Principal Officers concerned. Lead Members are not allowed to use their position for political purposes.

**vi. Lead Member Support and Training**

Lead Members should feel adequately supported however, there are no additional administrative resources available. Preparations of briefing notes, seminar presentations and consultation and engagement opportunities should be co-ordinated through lead Principal Officers who will utilise their available resources to assist, where possible.

Training and development opportunities for Lead Members will be provided if required.

## **ROLES AND RESPONSIBILITIES OF LEAD MEMBERS**

### **ROLES**

The primary role of a Lead Member is to support the Fire Authority's democratic responsibilities and help achieve its Purpose and Commitments. Lead Members should promote knowledge and understanding on the relevant remits both within and outside the Service; by undertaking the following key activities:

- A** championing key services both internally and externally encouraging engagement with relevant stakeholders and maximising collaboration.
- B** working with fellow Lead Members to ensure the development of the Fire Authority is proportionate and inclusive.
- C** assisting in the development and prioritisation of cost effective service delivery within the available medium-term resource constraints and refining Service Strategies to ensure they remain appropriate to community needs and strategic priorities.
- D** ensure services are properly defined, developed and delivered within a strong performance management framework.
- E** engage with external parties as appropriate to seek opportunities to help ESFRS adopt best practices in a timely manner within the national, regional and local community contexts.

### **DUTIES**

The primary activities that a Lead Member is anticipated to undertake include:

- A** Research into subject areas to develop their knowledge and understanding of the particular remit to which they have been appointed.
- B** Increase their awareness of relevant external assessment recommendations and best practice documents and consider the position



of the Service in meeting such expectations for future improvement planning.

- C** Be aware of the performance position of the Service in relation to past performance patterns and within the context of available benchmarking material as well as an overview of the resource inputs, outputs and outcomes expected from the functional area as appropriate.
- D** Attend meetings and develop relationships with Fire & Rescue Service Managers/employees to increase knowledge and understanding of the services provided.
- E** Share the knowledge and understanding gained through:
  - Informal briefings with both Members and Senior officers
  - Internal/external briefing documents
  - Presentations
  - Press releases
  - External consultation and engagement and shared working as appropriate

This will be supported by the relevant lead Principal Officer/Assistant Director.



**Appendix A**

**Lead Member Arrangements**

<b>Lead Role</b>	<b>Lead Officer</b>
Health & Safety	Assistant Director People Services
Performance & Assurance	Assistant Director Planning & Improvement
Inclusion & Diversity	Assistant Director People Services
IT	Assistant Director Resources/Treasurer
Estates	Assistant Director Resources/Treasurer
Sustainability & Environment	Assistant Director Resources/Treasurer

**Note:**

The Lead Member role does not attract an entitlement to Special Responsibility Allowance.